

**Committee on Academic Planning and Resource Allocation  
(CAPRA)  
Minutes of Meeting  
March 6, 2017**

Pursuant to call, the Committee on Academic Planning and Resource Allocation met at 1:30 pm on March 6, 2017 in Room 362 of the Kolligian Library, Chair Mukesh Singhal presiding.

I. Chair's Report

Chair Singhal reported on the following:

- February 7 UCPB meeting. Major items of discussion included non-resident policy, rebenching, self-supporting programs, and enrollment planning.
- March 2 Division Council meeting. Major items of discussion included the Provost's space planning allocation board; UC enrollment cap on out of state students; the Library white paper on space that was endorsed by LASC (the Senate Chair will draft a memo to the Provost, communicating Division Council's endorsement of the aspirations of the vision laid out in the white paper, while highlighting the importance of connecting the library to regular planning processes, including budget and space); possible topics for the April 19 Meeting of the Division, and Division Council's endorsement of the following: revised Heritage Studies minor proposal, UGC's recommendation to accept the revised Report from the Task Force on University Honors and request a proposal for a University Honors Program, and the proposed revisions to Senate Regulation 630.D.

## II. Consultation with CAPRA members

Member Colvin, who represents CAPRA on the campus Enrollment Management Committee, will debrief CAPRA members at the March 20 meeting.

**ACTION:** Jill Orcutt, AVC for Enrollment Management, will be invited to a future CAPRA meeting.

Member Trounstine represents CAPRA on the Academic Degree and Program Policy Working Group and debriefed CAPRA members on the Working Group's March 3 meeting. Professor Trounstine was asked to consult with CAPRA to formulate a list of questions whose answers CAPRA would like to see include in each new program proposal or major revision to a program that would come before the committee for review. Ideally, these core questions would be addressed by the proposing authors within the proposal before the proposal is submitted for Senate review, rather than waiting for CAPRA to provide the feedback, thus prolonging the review process. A CAPRA member suggested that in addition to establishing core questions, CAPRA should also request particular thresholds that new programs should meet.

**ACTION:** CAPRA members to send their suggested core questions and thresholds to member Trounstine. The committee will review and finalize all suggestions, and member Trounstine will then transmit the final list of questions and thresholds to the Working Group.

## III. Consent Calendar

**ACTION:** February 6 and 13 draft meeting minutes were approved as presented.

#### IV. Space Planning Allocation Board

On February 16, the Provost/EVC and Special Advisor to the Chancellor Feitelberg issued a memo to the campus, announcing the empaneling of a campus space planning allocation (SPA) board. The membership includes the CAPRA chair, however, the Senate Chair, following Division Council's review and approval, sent a response memo to the Provost/EVC and Special Advisor, suggesting that the SPA board membership be expanded to include the Senate Chair who has a wider remit, and the University Librarian, given the Library's critical role in the teaching and research mission of the university. A CAPRA member related that AVC for IT/CIO Ann Kovalchick was also later named to the SPA board.

#### V. Provost's Modified Hiring Plan

On February 27, the Provost/EVC issued to the campus his modified faculty hiring plan. Next year, all faculty hires will be foundational/bylaw 55 unit-oriented, rather than through the Strategic Academic Focusing Initiative (SAFI).

CAPRA members expressed concern over the late timeline with regard to units and deans formulation and ranking of their FTE requests. CAPRA submitted its criteria for the evaluation of FTE requests to the Provost/EVC on February 22, with a deadline of April 11 for call rankings and rationale to be submitted to CAPRA. Ideally, this criteria – together with the Provost's announcement of the number of FTE lines available – should have already been sent to the schools. CAPRA members stated that school executive committees are waiting for the Provost's announcement so they can begin their deliberations. CAPRA wants to give the units and deans a month to formulate their FTE requests, as the units need sufficient time to meet, consult with the school executive committee, revise if possible, and submit to the deans, who, in turn, need enough time to rank the proposals.

**ACTION:** CAPRA to send a memo to the Provost/EVC this week, pointing out that CAPRA joins the school executive committees in looking forward to the Provost's announcement of the number of FTE lines available for next year, and, the issuance of CAPRA's criteria for the evaluation of FTE requests.

## VI. Campus Review Items

- SOE proposal to establish bylaw units in: Bioengineering, Civil & Environmental Engineering, Management, Materials Science & Engineering, and Mechanical Engineering.

CAPRA members discussed the group of faculty members who elected not to put forth a bylaw unit proposal, choosing instead to remain the general "School of Engineering Bylaw Unit" (a similar situation occurred in the School of Natural Sciences in 2011) and the implications for resources they may or may not receive. CAPRA members also discussed the future of these new bylaw units with regard to the school reorganization effort and the fact that APM 245 (Department Chairs) duties will devolve onto bylaw unit chairs. Another major component CAPRA members discussed was the critical need for staff support for bylaw units, particularly, staff members who report directly to the bylaw units.

**ACTION:** CAPRA members to continue the discussion at the March 20 meeting.

- Committee Membership Guide. Drafted by the Senate office, this document is intended to establish, for the Merced Division of the Academic Senate, and the larger campus community, a common reference regarding fundamental aspects of Senate committee membership and function. Topics include committee membership, member participation and rights, and the role of committee consultants and guests, including in relation to committee meetings and executive (closed) sessions.

**ACTION:** tabled until the March 20 meeting

VII. Systemwide Review Item

- Presidential Unmanned Aircraft System Policy (UAS). The Policy is to establish minimum standards for the safe use and operation of UAS and Small Unmanned Aircraft Systems including drones and model aircraft, on any University Location or at any Authorized University Activity. This policy requires that all UAS operations are performed in a manner that mitigates risks to safety, security, and privacy, and ensures compliance with the Federal Aviation Administration Modernization and Reform Act of 2012 and all applicable laws.

CAPRA members held a brief discussion on this item and suggested that COR would have the most substantive input.

**ACTION:** If CAPRA members do not provide comments by March 20, the Senate Chair will be informed that CAPRA declines to comment.

VIII. Consultation with AVC/CIO Kovalchick

AVC of Information Technology Ann Kovalchick attended today's CAPRA meeting to discuss A/V funding models.

The AVC related that each building on campus was built and programmed by different parties under separate bills of sale. As a result, equipment repair and purchasing is handled different for each building. This confusion is compounded by the fact that much of the current A/V equipment is now outdated and requires replacement. Currently, funds for equipment replacement is taken out of IT's base budget.

AVC Kovalchick shared a 2009 UCOP guideline on implementing course materials and service fees which Chancellors may charge for students to participate in the instructional activities of a course. Course materials and service fees, according to the guideline, is defined as materials, supplies, tools, or equipment which are consumed or used by students to provide a supplemental educational experience.

AVC Kovalchick asked CAPRA members if they would consider drafting a statement of support on her behalf to the administration with regard to IT funding. CAPRA members suggested she first speak with Student Affairs about the potential materials and services fee. Members also decided that a memo should be sent from the committee to the Senate Chair, so that the Senate Chair may discuss separately with the Chancellor.

**ACTION:** CAPRA to draft a memo of support for IT funding to the Senate Chair.

IX. Other Business

Member Colvin announced that he continues his work on 2020 enrollment modeling and remains in contact with IRDS staff. Professor Colvin will formulate a list of questions for IRDS staff to discuss with CAPRA when a member of that staff attends the March 20 CAPRA meeting.

There being no further business, the meeting was adjourned at 3:00 pm.

Attest:

Mukesh Singhal, CAPRA Chair