

Admissions and Financial Aid Committee (AFAC)

**Meeting Minutes
Friday, January 26, 2024
2:30pm – 4:00pm**

Documents available in [box](#)
[AFAC Duties](#)

I. Discussion: New Major Proposals and Review Process – Interim EVC/Provost Zatz, Incoming EVC/Provost Dumont, and UGC Chair Viney – 2:30pm – 3:15pm

Committee members are interested in talking about how it's been challenging to review each new major proposal one at a time rather than in relationship to each other. In this framework, the new major proposals have varied quite a bit in how many students they project to enroll and how many additional faculty lines they anticipate needing. It often seems that more faculty lines are needed than are suggested by proposals, but the committee does not know what to anticipate from the provost.

Constructively, the committee is interested in talking about whether planning and evaluation of which majors will generate the most enrollment growth in combination with each other and can be expected to be supported by new faculty lines.

AFAC Chair Eaton noted that over the past several years AFAC has transmitted the same set of questions to the Senate Chair regarding the alignment of anticipated faculty line needs and enrollment projections during the review of new degree program proposals. Chair Eaton also recommended involving the Provost earlier in the review process to ensure this alignment in proposals are addressed earlier in the review process.

Interim EVC/Provost Zatz responded that the Provost and Deans typically respond to concerns regarding resources and receive the proposal at the end of the review process. She recommended early conversations with the Deans regarding available resources and enrollment projections for programs.

Interim EVC/Provost Zatz discussed Accelerating Campus Evolution (ACE) funding from UCOP and that some new programs qualify for such funding. The undergraduate programs who project medium to large enrollments could receive faculty lines supported for their first three years through the ACE funding. Further discussion included questions and comments surrounding the submission of program proposals that do request additional resources versus those that do not request additional resources. A member noted that many faculty feel pressure not to include requests for new lines in order to get their proposal approved but then do anticipate that they will receive additional faculty lines in the future if their program grows.

Action:

- Chair Eaton will work with Chair Viney on revising [UGC's Review/Approval Policy for Academic Degree Programs](#).
- Chair Eaton will request a one-page synopsis from Interim EVC/Provost Zatz and Incoming EVC/Provost Dumont regarding the allocation of ACE funding.

II. Consent Calendar – Chair Eaton – 3:15pm – 3:20pm

- A. The Agenda
- B. [December 7 Meeting Minutes](#)

Action:

- The Consent Calendar was approved as presented.

III. Chair's Report – Chair Eaton – 3:20pm – 3:35pm

- A. December 14 and January 22 DivCo Meetings

- The Financial Management and Reporting Task Force has established three sub-groups including financial reporting, payroll, and financial management. An updated summary noting this will be distributed to faculty in the near future.
- DivCo endorsed AFAC's position on the BOARS Area H admissions requirement.

- B. January 5 BOARS Meeting

The Academic Council Chair and the Committee on Rules and Elections agreed with AFAC's position on the BOARS Area H admission requirement. A response memo was reviewed and adopted at the January BOARS meeting noting that the proposal needed to be sent back to the Academic Council. The Academic Council will review BOARS's memo at their February meeting. Academic Council will then decide whether to send the revised Area H criteria for systemwide review.

IV. Campus Review Item – All – 3:35pm – 3:45pm

- A. [Data Science and Policy Analysis Minor Proposal](#)

Campus-wide Policy on Minors is available [here](#). The policy governing the review and approval of Undergraduate Degree Programs is available [here](#).

AFAC, CAPRA, UGC, and SNS and SoE Executive Committees are lead reviewers.

Action:

- The policy governing the review and approval of Undergraduate Degree Programs is available [here](#).

- Member Spencer volunteered as lead reviewer and will share his comments with AFAC Analyst by Monday, February 12, 2024.
- The proposal and lead reviewer's assessment will be discussed at the February 16, 2024 AFAC meeting.

B. **Psychology B.S. Degree Program & Amendments to B.A. Degree Program**

The policy governing the review and approval of Undergraduate Degree Programs is available [here](#).

AFAC, CAPRA, UGC, and SNS and SoE Executive Committees are lead reviewers.

Action:

- The policy governing the review and approval of Undergraduate Degree Programs is available [here](#).
- Member Cleary volunteered as lead reviewer and will share his comments with AFAC Analyst by Monday, February 12, 2024.
- The proposal and lead reviewer's assessment will be discussed at the February 16, 2024 AFAC meeting.

V. **Any Other Business – 3:45pm – 4:00pm**

A. Enrollment Management and Marketing

Member Spencer mentioned challenges that faculty are facing with the marketing of new programs to ensure their success. Chair Eaton noted that he and Director of Admissions Noji are part of an Enrollment Management Task Force. One of the streams of the task force is Marketing and Communications, which is looking to improve such challenges.

B. Search Committee for the Vice Chancellor of Enrollment Management

Members discussed the importance of having a Senate faculty member serve on the search committee and the workload that serving would entail. It was noted that it would be especially beneficial to have an AFAC member serve on the search committee.

Action:

- Member Spencer will let Chair Eaton know by Monday, January 29, 2024 if he is willing to serve as the faculty representative on the search committee.

C. Funding for CatCourses – Student Academic Activity

Chair Eaton consulted with VCCIO Dugan and suggested that AFAC draft a support memo requesting \$4,000 of funding from the EVC/Provost and Chancellor to update CatCourses to improve students' academic activity tracking.

Action:

- Voting members unanimously endorsed the drafting of a memo to VCSA Nies and VCCIO Dugan requesting \$4,000 in funding from the EVC/Provost and Chancellor for updating CatCourses to better track students' academic activity.
- AFAC Analyst will draft a memo.
- Chair Eaton will review the draft memo prior to transmittal to VCSA Nies and VCCIO Dugan.

D. AFAC meeting schedule change

Action:

- The April 26 AFAC meeting has been rescheduled to April 19, 2024, from 2:00pm – 3:30pm.
- AFAC Analyst will update the calendar invitation.

VI. Informational Items will be regularly uploaded on the “Informational Items” AFAC Box Folder [here](#).