

COMMITTEE ON ACADEMIC PLANNING & RESOURCE ALLOCATION  
(CAPRA)

Tuesday, September 17, 2013

2:30 – 4:00 pm

KL 362

Documents found at [UCMCROPS/CAPRA1314/Resources](https://ucmcrops.org/capra1314/resources)

AGENDA

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I. **Chair's Report – Anne Kelley**

A. Updates from September 10 Division Council meeting

II. **Consent Calendar**

A. Approval of the agenda

B. Approval of the September 3 meeting minutes. Attached

III. **[Physics Proposal for the Establishment of a Graduate Program](#)**

Background. In AY 12-13, the Physics graduate group submitted a proposal to establish a graduate group leading to the M.S. and Ph.D. degrees. All Senate standing committees are asked to review the proposal and comment. CAPRA is asked to specifically comment on resource and space implications. At the 9/3 meeting, two CAPRA members were selected to review the proposal. The proposal and both reviews are available at [UCMCROPS/CAPRA 1314/Resources/Review Items - Campus](https://ucmcrops.org/capra1314/resources/review-items-campus)

**Action requested:** Discuss reviewers' comments. Committee analyst will draft memo with the compilation of comments to Senate Chair López-Calvo and transmit to [senatechair@ucmerced.edu](mailto:senatechair@ucmerced.edu). Deadline for comments is Friday, September 20.

**IV. Course Buyout Policy**

Background. A draft policy was developed by the Provost and School Deans in 2012. The Provost and Deans are seeking approval of the policy for five years after which a re-evaluation of the policy will occur.

[Draft policy is available at UCMCROPS/CAPRA1314/Resources/Review Items – Campus](#)

**Action Requested:** Discuss draft policy. If CAPRA chooses to opine, committee analyst will draft a memo with the compilation of comments and transmit to Senate Chair López-Calvo at [senatechair@ucmerced.edu](mailto:senatechair@ucmerced.edu).

Deadline for comments is Monday, September 23.

**V. SACAP Revised Charge**

Background. The Senate-Administration Council on Assessment and Planning revised its charge at the Provost's request. All Senate standing committees are asked to opine on the revised charge. This agenda item was tabled from the 9/3 meeting.

The revised charge is available at [UCMCROPS/CAPRA 1314/Resources/Review Items - Campus](#)

**Action requested:** Discuss revised charge. If CAPRA chooses to opine, committee analyst will draft a memo with the compilation of comments and transmit to Senate Chair López-Calvo at [senatechair@ucmerced.edu](mailto:senatechair@ucmerced.edu).

Deadline for comments is Monday, September 30.

**VI. FTE Requests**

Discussion: CAPRA's guiding criteria and process for evaluating FTE requests and the process for handling replacement and carry-over faculty FTE lines.

**VII. Other Business**

**Committee on Academic Planning and Resource Allocation (CAPRA)**  
**Minutes of Meeting**  
**September 3, 2013**

Pursuant to call, the Committee on Academic Planning and Resource Allocation met at 2:30 pm on September 3, 2013 in Room 362 of the Kolligian Library, Chair Anne Kelley presiding.

I. Consent Calendar. The committee approved the agenda pending an additional item: discussion on guests invited to CAPRA meetings.

II. Chair's Report

Chair Kelley welcomed the CAPRA members and began the discussion of CAPRA's goals for AY 13-14 and the various issues the committee will address during the year:

--UC PATH. Essentially, this is an initiative that strives to centralize each UC campus's payroll functions for staff, students, and faculty. There is no indication that CAPRA needs to be involved as this is largely an administrative project, but Chair Kelley pointed out that UC PATH may include a pool benefit rate for post docs. Currently, there are no provisions for post docs benefits. This forces PIs to ascertain whether a potential post doc has dependents so that PIs can estimate whether they have enough funds to cover the post doc and his/her family. PIs sometimes have to pay a rate of 60-70%. CAPRA will continue to monitor UC PATH to determine if it includes benefits for post docs.

--One of CAPRA's main functions is to evaluate the FTE allocations that are submitted by the Schools and units. This year, the process will be combined with the "strategic focusing" initiative that the Provost is spearheading. The Provost has asked the campus to choose certain research areas that have the possibility to excel on the national stage; the goal is to direct additional resources into those areas. This process is invariably fraught with difficulties since some research areas will be underfunded. Chair Kelley related that the Provost convened meetings with select faculty member this summer in an attempt to determine a set of guiding principles that could be used to decide

how to use our resources most efficiently. In last week's Division Council meeting, it was announced that the Provost formed a working group comprised of four faculty members and four administrators to address these issues. Chair Kelley stated that different processes have been used at UCM over the years to evaluate FTEs proposals from the Schools. Last year, the process was controversial as faculty FTE requests were submitted by the graduate groups and not the Bylaw 55 units. The problem is that Bylaw 55 units are the hiring units – these units hire the faculty and vote on advancements and promotions. Also, in certain Schools, there is a lack of programmatic alignment with the graduate groups and Bylaw 55 units; for example, one graduate group can span two different Bylaw 55 units and each of the three entities have differing goals. Chair Kelley reiterated that this is an issue that CAPRA will have to discuss amongst itself and with the Provost.

--In previous years, Schools have submitted its strategic plans to CAPRA but in light of the Provost's "strategic focusing" initiative, it is unclear what will be asked of Schools this year. Chair Kelley mentioned that one of the themes that emerged from the summer meetings with the Provost is the importance of the Chancellor's 2020 project; that is, each research area will be asked to envision what it will look like in 2020 and decide which resources and space it needs to attain to become an area of excellence.

--As an addition to the agenda for today's meeting, Chair Kelley requested that the committee discuss the conditions under which guests should be invited to CAPRA meetings. CAPRA members agreed to ask the Provost for any staff members he thinks would be appropriate to invite in the future, whereupon, CAPRA will formally invite the individuals to a meeting. It was reiterated that CAPRA is a Senate committee and has the right to invoke Executive Session in which only the faculty members – no analysts or guests – are present and no minutes are taken.

- III. Physics graduate group proposal. The Physics graduate program has submitted a proposal to formally establish a graduate program leading to the Ph.D. and M.S. degrees. All Senate committees are asked to opine but CAPRA in particular is asked to comment on the proposal's resource implications. The deadline to submit comments to the Senate chair is Friday,

September 20. The committee members briefly discussed the proposal and posed such questions as whether the program is mature enough to survive as stand-alone program. Chair Kelley suggested that two CAPRA members should review the proposal.

**ACTION:** Two CAPRA members volunteered to review the Physics proposal. The two members will send their comments to the CAPRA analyst who will compile the comments and distribute to the whole committee for discussion at the September 17 meeting. After that meeting, the CAPRA analyst will submit a memo on behalf of Chair Kelley to Senate Chair López-Calvo with CAPRA's comments.

- IV. SACAP revised charge. The Senate-Administration Council on Assessment and Planning revised its charge at the Provost's request. All Senate standing committees are asked to opine on the revised charge. A CAPRA member stated that one of the positive changes to the membership is that the chair of the Program Review Committee is now a co-chair of SACAP. Any comments from CAPRA are due to the Senate Chair by Monday, September 30.

**ACTION:** In the interest of time, this item was tabled and will be included on the September 17 agenda.

- V. Provost Peterson joined the meeting at 3:00 pm. Chair Kelley posed two overarching questions: what is the AY 2013-2014 FTE evaluations process in the context of the strategic focusing initiative and what is CAPRA's role? Provost Peterson announced that he held three meetings this summer with faculty members to discuss the principles of how information will be collected and used in strategic academic planning. A joint working group was established and includes four faculty members (Senate Chair Ignacio López-Calvo, Graduate Council Chair Valerie Leppert, Professor Jeff Gilger, and one more member who has not yet confirmed his membership) and four administrators (Provost, Dean Aldenderfer, VCR Traina, and VCA Jane Lawrence). The working group's purpose is to involve the faculty as much as possible in the strategic focusing efforts. A CAPRA member raised the issue

that the Committee on Committees should have chosen the working group's faculty members and expressed concern that formal consultation did not occur. Provost Peterson responded that he was unaware that the proper procedure was not followed and that he proceeded as efficiently as he could given the short time frame. The Provost announced that going forward, he would like faculty to inform him of any more issues and reiterated the importance of positive collaboration. The working group will try to meet weekly and decide how to elicit feedback from all faculty on such questions as whether FTE requests should go through graduate groups, ORUs, or Bylaw 55 units.

Provost Peterson related that there are four broad questions he wants research programs to think about: 1) define the "key problems" or "grand challenges" the programs face in 5-7 years; 2) define where the programs stand in relation to their current peers (who are the programs' peers and who are the programs' aspirational peers?); 3) how will the elements of the Chancellor's 2020 project successfully move the programs forward, i.e. which facilities will programs need in 2020 and how to make cross-disciplinary research a success, and 4) what are the best metrics or parameters to use to judge the programs' success, i.e. number of graduate students, mix of PhD versus Masters students. The Provost also announced that he would like a sense of the overall direction of programs and space needs by November 1. The long term goal is to have the specific space needs identified by spring 2014.

A CAPRA member expressed concern about the short time frame in light of faculty members' taxing workload. The Provost acknowledged the arduous task ahead but pointed out that if the campus does not move quickly in its planning, the campus will be stagnant especially since we will have no more buildings for several years after SE 2 and the Classroom & Office building are completed. We will be stagnant at 7,000 students for two to three years. A CAPRA member inquired about instituting a second phase of planning over a longer period of time. Provost Peterson responded that faculty will have the opportunity to "fine tune" their programs' strategic plans, such as,

determining how many wet and dry labs are needed, etc. The Provost said that he has asked the builders about “flex space” whereby we can proceed in a modular way and not constantly renovate labs.

In terms of FTE allocation requests, the Provost acknowledged that the call for requests has not yet been issued. For the purposes of recruitment, the Provost has informed the Deans that there are approximately 31-33 faculty lines to be filled; 14 are carryovers or fill ins for vacated lines. However, the Provost pointed out that the FTE requests is only one step in the overall strategic focusing process of where the campus needs to be in 5-7 years. When the call for FTE requests is issued, the joint working group’s task is to get as much faculty feedback as possible. Chair Kelley informed the Provost that in previous years, the Provost sent a call for FTE requests to the Schools while sending the same call to CAPRA; CAPRA would then draft a statement of criteria that committee intended to use to assess the requests. Provost Peterson requested CAPRA’s feedback on how to proceed this year as last year’s process had many unintended consequences in addition to some good aspects. He requested CAPRA’s feedback as soon as possible so he can correct any issues. Next year will be critical for the campus as we have to determine our trajectory for growth in space, faculty hiring, and students. The Provost reiterated his intention to work closely with CAPRA and the Senate faculty on these issues.

Chair Kelley asked the Provost to submit in advance the names of administrators who would be appropriate to attend a CAPRA meeting in his absence and CAPRA would formally send an invitation. The Provost agreed and pointed out that his presence is requested at several Senate meetings this year so if he is unable to attend a previously-scheduled CAPRA meeting, he suggested that CAPRA call a special meeting he could attend.

#### VI. Informational Items

Chair Kelley announced to CAPRA members that she reviewed the AY 2012-2013 Faculty Workload Report submitted by Institutional Planning & Analysis (IPA). CAPRA will need this information when it decides on the

criteria for assessing FTE requests. A CAPRA member raised questions about the report's data.

**ACTION:** CAPRA analyst will invite an IPA staff member to a future CAPRA meeting to answer questions about the Faculty Workload report.

The committee then held a further discussion on the FTE process. Questions were posed as to the timeline and how replacement FTEs should be assessed versus new FTEs.

**ACTION:** CAPRA analyst will distribute the process for assessing FTE requests from the AY 2011-2012 CAPRA and the AY 2012-2013 CAPRA to this year's members to review in order to provide its feedback to the Provost as soon as possible. These historical documents will be added to the next meeting's agenda for September 17 where the committee will discuss them with the Provost.

There being no further business, the meeting adjourned at 4:00 pm.

Attest:

Anne Kelley, Chair

Minutes prepared by:

Simrin Takhar, Senate Senior Analyst