

**Committee on Academic Planning and Resource Allocation (CAPRA)**  
**Minutes of Meeting**  
**January 24, 2019**

Pursuant to call, the Committee on Academic Planning and Resource Allocation met at 3:00 pm on January 24, 2019 in Room 362 of the Kolligian Library, Chair Jessica Trounstone presiding.

I. Consultation with Financial Planning & Analysis

Attending the first 45 minutes of the meeting were AVC Romi Kaur, Interim VC Michael Riley, Senate Chair Kurt Schnier, and EVC/Provost Camfield to discuss academic budget planning updates.

AVC Kaur presented slides containing updated information on academic budget and academic staffing. She then asked CAPRA members what type of information they would like to see moving forward and when. The ultimate goal is for funds to be allocated to the deans, and for the deans to allocate funds to the departments. A discussion then ensued about when that goal would be reached, taking into account the different rate of progress of each school's planning. The EVC/Provost suggested that CAPRA's role, similar to his own, is to look at both the campus budget and the academic budgets in a strategic manner. A CAPRA member added that deans should be acting as advocates for their faculty as they carry out planning within the context of institutional goals, and CAPRA's role is to examine the metrics that are being used in order to evaluate allocations from an institutional perspective. CAPRA should, going forward, consider whether allocations are working in the context of structure, performance, and accountability.

CAPRA members also suggested that AVC Kaur share, to the extent she can, the same budget information with CAPRA as she provides to the deans. AVC Kaur agreed, and stated her willingness to return for future consultations with CAPRA.

II. Chair's Report

Chair Trounstone updated CAPRA members on the following:

- January 8 UCPB meeting. The main topics of discussion included multi-year budget planning; the 5% increase in faculty's on scale salaries; and the various roles that each campus's CAPRA/CPBs play and the degree of robustness of their relationships with their administrations.
- January 23 Division Council meeting. The main items of discussion were the role the Senate should play in the establishment of new schools and college, and a memo from FWAf advocating for equitable teaching workloads of L(P)SOEs/Teaching Professors. CAPRA chair Trounstone will update committee members on the latter as additional information is available.

III. Consent Calendar

**Action:** the January 10 meeting minutes were approved as presented.

#### IV. Evaluation and Ranking of FTEs – Gallo School

CAPRA members continued their discussion of the EVC/Provost's request from the last meeting with regard to the committee providing him input on how FTE requests from the future Gallo School should be handled in connection with SSHA and SOE. In the cover memo he issued to the deans previously (with CAPRA's criteria for FTE request evaluation appended), he stated that the faculty in the future Gallo School should act as an executive committee and rank their FTE priorities in the same manner of the current schools.

CAPRA members agreed in today's meeting that the faculty in the future Gallo School should simply proceed according to the instructions in the EVC/Provost's memo.

CAPRA members also agreed that they will examine both research needs and instructional needs when evaluating each school's FTE requests.

**Action:** CAPRA will inform the EVC/Provost that they agree with his previously-issued cover memo with regard to the handling of FTE requests from the future Gallo School.

#### V. Enrollment Management Committee

In the last meeting, the EVC/Provost asked CAPRA members if a member of the committee would be willing to serve on a new, strategic enrollment committee he is co-establishing.

CAPRA members agreed that, similar to the CAPRAs/Committees on Planning & Budget at other UC campuses, CAPRA should be one of the consultative bodies in campus discussions of enrollment targets. However, for the EVC/Provost's particular request, the draft charge for the strategic enrollment committee should be reviewed via the proper channels, i.e. sent to Division Council for distribution to all Senate committees so that all committees can opine and provide input.

**Action:** CAPRA will inform the EVC/Provost that the committee will provide no input on the draft charge of the strategic enrollment committee at this time; rather, the committee will opine after Division Council has distributed the charge to all Senate committees for review.

#### VI. Campus Review Items

- Proposal from SSHA to Change Bylaw 55 Unit Name  
Proposed change "Social Sciences and Management" to "Economics & Business Management".

Prior to this meeting, the committee reviewed preliminary comments from CAPRA's lead reviewer. The comments stated that the CAPRA should support this name change and that the change does not pose resource issues.

**Action:** CAPRA supported the proposed academic unit name change and will submit its memo to the Senate Chair by his deadline of February 13.

- Proposed Working Title Change for L(P)SOE Series

APM 285, pertaining to the L(P)SOE series was recently revised. The revisions went into effect October 1, 2018, and each campus is expected to implement them by July 1, 2019. This will require a new rank/step structure, salary scales, and titles for each campus.

The VPF has asked the Senate to consider a request from a consortium of L(P)SOEs to endorse a change in their working title to “Teaching Professor”:

- Assistant Teaching Professor for those holding a LPSOE payroll title
- Associate Teaching Professor for those holding a LSOE payroll title
- Full Teaching Professor for those hold a Sr. LSOE payroll title

Prior to this meeting, the committee reviewed preliminary comments from CAPRA’s lead reviewer. The comments stated that the CAPRA should support this working title change and that the change does not pose resource issues.

**Action:** CAPRA supported the proposed working title change and will submit its memo to the Senate Chair by his deadline of February 13.

- Proposed Revisions to Master’s Degree Requirements (Division Regulations)

The proposal is to reduce the minimum of units of approved courses required for a master’s degree by comprehensive exam (Plan II) from 30 to 24 and, commensurately, to reduce from 24 to 20 the number of units which must be from graduate-level courses in the 200 series. No changes are proposed to the unit requirements for a master’s degree by thesis (Plan I) In proposing these revisions, Graduate Council reviewed the unit requirements at other UC campuses, and determined that the reduction would make our requirements much more similar to those of other campuses, including Berkeley.

**Action:** the Senate Chair will be informed that CAPRA declines to comment.

- Revisions to Senate Bylaw 336

In June 2018, the California State Auditor (CSA) released an audit report entitled “The University of California Office of the President: It Must Take Steps to Address Issues With Its Response to Sexual Harassment Complaints.” The report was accepted by President Napolitano, and the Board of Regents has directed the Academic Senate to implement the CSA recommendations by July 2019. The CSA

report recommends that the Academic Senate revise its bylaws (i.e., SBL 336) concerning the Committee on Privilege and Tenure procedures for handling disciplinary cases as follows:

- (a) A hearing should be required to begin no later than 60 calendar days after charges have been filed by the Chancellor, unless an extension is granted for good cause. The notion of ‘good cause’ should be defined.
- (b) A hearing committee should be required to deliver its report to the Chancellor no later than 30 calendar days after the conclusion of the hearing, and the phrase ‘conclusion of the hearing’ should be precisely defined.

**Action:** CAPRA selected a lead reviewer. The lead reviewer’s comments will be discussed at the February 7 meeting.

There being no further business, the meeting adjourned at 4:30 pm.

Attest: Jessica Trounstone, CAPRA Chair