

Committee on Academic Planning and Resource Allocation (CAPRA)
Minutes of Meeting
January 24, 2024

Pursuant to call, the Committee on Academic Planning and Resource Allocation met at 9:00 am on January 24, 2024 in the Administration Building room 345 and via Zoom. Chair Michael Findlater presiding.

I. Chair's Report – *Chair Findlater*

A. Divisional Council meeting January 22

- Interim EVC/Provost Zatz provided several updates which she will also provide later in today's CAPRA meeting.
- Senate Chair Hibbing's outlined his priorities for Divisional Council in spring 2024 which includes the campus budget call and the financial management task force.
- Discussion about how to allocate the remaining funds in the Senate's \$1 million allocation from the \$20 million MacKenzie Scott campus gift. The Senate has allocated much of the funds over the past two academic years through Senate faculty grants and student fellowships. One idea, which arose from Senate Chair Hibbing's meeting with External Relations, is to create an endowment in order to provide funds to the Senate in perpetuity. The Senate must spend the remaining MacKenzie Scott gift funds June 30, 2025.
- Divisional Council member Shilpa Khatri, who is a co-chair of the financial management task force, provided updates. There is some debate over the frequency of communications to the campus on the task force's progress. Some faculty believe it would be more prudent to issue fewer, more substantive updates with announcements of real fixes rather than frequent emails that do not contain any specific information on solutions.
- Executive Director of Recreation & Athletics David Dunham provided updates on UC Merced's application for NCAA Division II membership. While there are several benefits to NCAA Division II membership to the campus and students, Divisional Council members had concerns and questions about the financial cost to the campus.

VC/CFO Schnier offered to convey CAPRA's concerns to Executive Director Dunham and get answers on the financial implications.

Action: The committee analyst will work with the Senate Executive Director on coordinating a list of questions from CAPRA and other Senate committees to send to the administration about membership in NCAA Division II. The committee analyst will follow up with CAPRA to solicit their specific questions and concerns.

- B. Update on faculty hiring study. Responses received from department chairs were linked on today's agenda.

Chair Findlater informed CAPRA that some department chairs have not yet responded. At some point in the near future, he will have to move forward with analyzing the data. A CAPRA member compiled the responses received thus far and shared them with committee members.

II. Consent Calendar

- A. Today's agenda
- B. Draft December 12 meeting minutes

Action: The Consent Calendar was approved as presented.

III. Campus Review Items

- A. Proposal to Establish a Department of Medical Education in the School of Natural Sciences

Linked to today's agenda were the following: proposal, the governing policy, and the lead reviewer's comments.

CAPRA members discussed the lead reviewer's comments. There was some concern about whether SSHA faculty and the SSHA Executive Committee were consulted. Chair Findlater pointed out that the proposal references an FAQ document that was not included in the materials in addition to the SNS dean's slide deck she previously shared with SNS faculty. CAPRA members agreed that it would be beneficial to invite Medical Director Margo Vener to the February 7 CAPRA meeting. This would mean extending the comments deadline which is currently February 2.

Action: The committee analyst will ask the SNS dean for the FAQ document and slide deck and distribute them to CAPRA. The committee analyst will work with the Senate Executive Director on an extension to the comments deadline and the invitation to Medical Director Vener. The committee analyst will keep CAPRA informed.

- B. Proposal for a Data Science and Policy Analysis Minor

Linked on today's agenda were the following: proposal, Undergraduate Council's Policy for the Review and Approval of Undergraduate Degree Programs, and the policy for the review and approval of New Minors.

Chair Findlater asked for a volunteer to serve as lead reviewer.

Action: As a lead reviewer was not identified in the meeting, the committee analyst will follow up via email. The lead reviewer’s comments would be needed before February 7, as CAPRA would need to discuss the comments and the proposal at that day’s meeting. CAPRA’s comments are due to the Senate Chair by Friday, February 16.

IV. Consultation with Interim EVC/Provost Zatz

A. Status of faculty searches

Interim EVC/Provost Zatz then gave an update on authorized positions for fiscal year 2024.

B. Update on TAS work group -charges, committee memberships

- TAS Budget Work Group (“Size of the Pie”)

Reports to VC/CFO Schnier

- Co-chairs are Bianca Khanona, Associate Vice Chancellor, Financial Planning and Analysis and TBD Senate co-chair
- Members are Carolyn Jennings, CAPRA member; Alex Petersen, SoE Executive Committee Chair; Michael Scheibner, Graduate Council Chair; Christiane Spitzmueller, VPAAS, Co-Chair, TAS Allocation Work Group; Hrant Hratchian, VPDGE; Maria Tinoco, Director of Academic Units, Financial Planning and Analysis; and Lucero Mascorro, Director of Administrative Units, Financial Planning and Analysis
- Pending: SSHA Executive Committee Representative and SNS Executive Committee Chair (or designate)

- TAS Allocation Work Group (“Dividing the Pie”)

Reports to Interim EVC/Provost Zatz and later will report to incoming EVC/Provost Dumont

- Co-chairs are Kevin Mitchell, Senate Vice Chair and CAPRA member; and Christiane Spitzmueller, VPAAS
Members are Christopher Viney, UGC Chair; Susan Amussen, Graduate Group Chair, Interdisciplinary Humanities; Jennifer Howell, Graduate Council representative; Bianca Khanona, Associate Vice Chancellor, Financial Planning and Analysis, Co-Chair, TAS Budget Work Group; Rakesh Goel, SoE Dean; Martin Hagger, Professor, Provost’s Faculty Fellow (Administrative representative); and Sharon Butler, Assistant EVC/Provost for Finance

Interim EVC/Provost Zatz, VC/CFO Schnier, and Senate Vice Chair Mitchell have been working on a draft charge for the work groups. The “size of the pie” work group will focus on developing recommendations on the TAS budget that is allocated to Academic Affairs. They will develop principles to guide the budget,

addressing issues and questions such as recommended changes to the size of the budget which will have budgetary impacts on all divisions including Academic Affairs and whether course releases for Senate service should be included in the TAS budget going forward. The “dividing the pie” work group will focus on principles guiding the existing allocation model and the process by which instructional budgets are developed, revised, and finalized by the schools and what are the strengths and challenges of the existing model and what should be retained or changed. They will also consider how the allocation model incentivizes new instructional methods, how the model can address inherent differences in instructional needs, and how we ensure the allocation model is flexible enough to support new majors and new schools.

The task force will submit an interim report by March 15 and a final report by April 15. Interim EVC/Provost Zatz will share the reports with CAPRA. The work groups’ recommendations will mostly affect planning for spring 2025 given that much of the planning for fall 2024 is already set.

C. Planning for budget call

Interim EVC/Provost Zatz informed CAPRA of the following timeline for the campus budget call:

- Monday, January 22 - Campus Budget Call Released
- Wednesday, January 24 - Academic Affairs (AA) Budget Call Sent
- Monday, February 26 - AA budget presentations and requests (Excel file) due
- Tuesday, February 27 - First set of presentations presented to Full Deans Council and CAPRA
- Tuesday, March 5 - Second set of presentations presented to Full Deans Council and CAPRA
- Friday, March 15 - CAPRA recommendations provided to EVC/Provost
- Tuesday, March 19 - Deans’ Council discusses AA budget request
- Friday, March 22 - AA submits its budget request to the EVC/Provost and CFO

In response to a CAPRA member’s concern about consultation, Interim EVC/Provost Zatz stated that she will remind the school deans to consult with the School Executive Committees on the budget requests.

CAPRA members are invited to attend the February 27 and March 5 Deans Council meetings to hear the budget presentations. The Interim EVC/Provost’s office staff will share the Council meeting times with CAPRA shortly.

VPAAS Spitzmueller stated that on February 26 when the Academic Affairs budget presentations are due, she will share all materials with CAPRA via a Box link. Per the above timeline, CAPRA’s funding recommendations are due by March 15.

D. Provost transition, Interim Dean searches

Over 70 applications have been received for each of the permanent positions of SSHA dean and VPDUE. The position of CREATES director also has several applications. Interim EVC/Provost Zatz is working on the SNS interim dean appointment.

V. Debrief - Deans Council Meetings January 16th and 23rd – *Chair Findlater, Kevin Mitchell, Kara McCloskey*

Senate Vice Chair Mitchell stated that the deans of SNS and SoE made presentations at the January 16 Deans Council meeting and the SSHA interim dean and the Graduate Division presented at the January 23 meeting. He continues to advocate for department level staffing in all three Schools.

A CAPRA member expressed concern that SoE did not receive enough staff positions. VPAAS Spitzmueller responded that the intent is still to have department level staffing and she will check with the SoE dean on his staffing plans. She pointed out that there have also been several staff departures.

In fall 2023, CAPRA asked the three School deans for their staff plans. The plans were received and shared with CAPRA in fall 2023.

Action: The committee analyst will re-send the school deans' staffing plans to CAPRA members.

CAPRA Chair Findlater reported that at the January 23 Deans Council meeting, it was clear that the campus does not have enough funding to cover all the initiatives the various divisions hope to achieve. There will be a limit to the amount of requests the deans can make this year which reflects fiscal realities. The SSHA interim dean did discuss department level staffing at the January 23 meeting but did not go into specifics about SSHA restructuring. CAPRA Chair Findlater informed CAPRA that the Library gave an excellent presentation which led to a brief discussion among CAPRA members about open access costs and the expense of subscriptions. VPAAS Spitzmueller stated that faculty are encouraged to write open access costs into their grants.

There being no further business, the meeting was adjourned at 10:30 am.

Attest: Michael Findlater, CAPRA chair