

Committee on Academic Planning and Resource Allocation (CAPRA)
Minutes of Meeting
November 29 2018

Pursuant to call, the Committee on Academic Planning and Resource Allocation met at 3:00 pm on November 29, 2018 in Room 360 of the Kolligian Library, Chair Jessica Trounstine presiding.

I. Chair's Report

Chair Trounstine updated CAPRA members on the following:

- November 27 Division Council meeting
Major topics of discussion included:
 - The campus is developing a set of policies for emergency management. A consultant will be retained by the campus to assist in writing the emergency plan protocols. Support for having a campus emergency plan increased given the confusion in communication surrounding the recent campus closure.
 - VCORED Traina provided updates to Division Council members on the potential federal government regulations that would restrict collaborations with China. If implemented, these regulations will have a major impact on faculty research, student visas, and visiting scholars. Chair Trounstine encouraged CAPRA members to contact VCORED Traina for questions or guidance if these potential regulations will affect them.
- UCPB updates
Major items of discussion have recently included:
 - Development of policy to evaluate self-supporting graduate programs.

II. Budget Work Group update

CAPRA member Singhal updated committee members on the November 20 Budget Work Group meeting. Major items of discussion included:

- The proposed distribution formula for indirect cost return. The proposed model for distribution is 1) 80% to central office to allocate for campus operations and other central commitments such as debt service, and 2) 20% to the "Opportunity Funds" broken down as follows: 5% to PI(s) (allocated by the Deans) based on IDCR generated by PI; 5% to Deans based on the IDCR generated by their respective school; 5% to VC Research based on total IDCR generated and to ORU Directors based total; 5% to Provost based on total IDCR generated.
- Course buyout policy. The discussion included a question about whether a "cheaper" buyout provides a disincentive for faculty to teach more courses. A discussion was also held on how to use the funds from faculty salary recovery.

III. Consent Calendar

Action: the October 18 and November 1 meeting minutes were approved as presented.

IV. Consultation with Director of Space Planning & Analysis

Director Maggie Saunders provided CAPRA members with updates on the status of her backfill space projects. She reported that the final space plan should be published by Thursday, December 6. She plans to attend the December 4 Division Council meeting to present to members the differences between the original plan and revised plan.

Director Saunders explained that department chairs will meet with their deans and with the lab designer to determine the locations of faculty members. Concomitantly, Director Saunders is presenting ideas to the Deans Council about future space planning being integrated with the faculty hiring process to ensure the campus has guaranteed space for new faculty members that is fully developed, ready for their use, and with funding.

The CAPRA chair informed Director Saunders that CAPRA is finalizing its Call for FTE requests to send to the interim Provost/EVC by December 7. One of the revisions to this year's Call will be a request that department chairs acknowledge that space has been identified for their requested hires. CAPRA members asked Director Saunders whether it is too soon for department chairs to know this information at this point. Director Saunders replied that the timing is sufficient, and went on to explain that when search chairs receive their number of FTE lines for allocation, Director Saunders and her staff will meet with them very soon after to determine the space situation for all their potential hires. When search chairs have narrowed down the list of candidates to a final few, Director Saunders will meet with them again on specific space allocation for these potential hires. It is therefore reasonable for CAPRA to request in their Call for FTE Requests that department chairs know whether they will have space allocated for their potential hires.

Director Saunders announced that she is working on 19 backfill space projects and these projects range from the academic buildings to the AOA trailer to bringing an unused trailer from Castle to the campus to use for Facilities space. The ongoing projects include all floors of KL; COB 1st floor to expand the IT help desk; COB 3rd floor preparations for social sciences and the Merritt Writing Program; two different projects in SE1 and SE2 for preparations for faculty moving into the new lab buildings; and the completion of the Library furniture project. Director Saunders announced that \$500,000 in funding was received for the campus to finish the Library furniture project. The Chancellor is currently working on securing funding for all backfill projects.

The CAPRA chair inquired about the faculty participation process for the backfill space projects. Director Saunders responded that stakeholder groups will be formed for each project. Each faculty group will meet with Director Saunders, an architect, and a lab designer. In

addition, faculty will have the opportunity to sign off on all projects before they are brought to completion.

V. Call for FTE Requests

CAPRA members discussed the final set of revisions to this year's Call for FTE requests which contains the committee's criteria for the evaluation of the requests. The Call's revisions include a request for department chairs (in addition to the deans and school executive committees) to send their FTE priorities and a note that department chairs should acknowledge whether space has been identified for potential faculty hires.

Committee members reached a consensus and approved all the revisions. The next step is for the committee to draft a cover letter to the interim Provost/EVC for transmittal with the finalized Call. The goal is to transmit both documents to the interim Provost/EVC by December 7. (FTE request submission date from the Schools is February 15, 2019.)

Action: committee members will review the Call for FTE requests via email one final time and will begin drafting the accompanying cover letter to the interim Provost/EVC.

VI. Proposed Gallo School of Management

On November 14, the interim Provost/EVC issued a campus wide announcement on behalf of the Gallo School Task Force Core Team. The proposed school would involve a combining of the Department of Cognitive and Information Sciences (SSHA), the Department of Economics and Business Management (SSHA), and the Department of Management of Complex Systems (SoE), and possibly others. The announcement included links to the proposed school's preliminary vision statement, and invited comments and expressions of interest in participating by December 15.

The CAPRA chair announced that she included this item on today's agenda to determine whether CAPRA members were interested in commenting, as a committee, on the preliminary vision statement. CAPRA members agreed that is not necessary to comment at this stage, as all Senate committees will have the opportunity to opine on the proposed School's future proposal. Furthermore, the policy to establish new Schools and Colleges is currently undergoing Senate review and CAPRA does plan to provide comments.

VII. Campus Review Items

- Principles to Guide the Conduct of Executive Session
Action: the Senate Chair will be informed that CAPRA declines to comment
- Policy to establish new Schools and Colleges
CAPRA identified two lead reviewers who will lead the discussion at the December 13 meeting.

Action: CAPRA members will review the lead reviewers' comments at the December 13 meeting, and send final comments to the Senate Chair by his deadline of December 21.

- Campus space planning principles.
CAPRA identified a lead reviewer who will lead the discussion at the December 13 meeting.

Action: CAPRA members will review the lead reviewer's comments at the December 13 meeting, and send final comments to the Senate Chair by his deadline of December 21.

There being no further business, the meeting adjourned at 4:30 pm.
Attest: Jessica Trounstine, CAPRA chair