

**Committee on Academic Planning and Resource Allocation (CAPRA)**  
**Minutes of Meeting**  
**February 7, 2024**

Pursuant to call, the Committee on Academic Planning and Resource Allocation met at 9:00 am on February 7, 2024 in the Administration Building room 345 and via Zoom. Chair Michael Findlater presiding.

I. Executive Session

This session was for voting members only and no minutes were recorded.

II. Consent Calendar

- A. Today's agenda
- B. Draft January 24 meeting minutes.

**Action:** The Consent Calendar was approved as presented.

III. Consultation on Proposal to Establish a Department of Medical Education

Guests: SNS Dean Dumont, Medical Director Vener, and Interim EVC/Provost Zatz

Per the request of CAPRA members at the January 24 meeting, Dean Dumont, Dr. Vener, and Interim EVC/Provost Zatz attended today's meeting to answer CAPRA's questions about the proposed new department. The questions were provided to the guests in advance of the meeting.

Dr. Vener presented a series of slides with information on SJV PRIME+. The roles of the three campuses are as follows:

- UCSF
  - Holds LCME accreditation for SJV PRIME+ Medical Training
  - Provides Bridges medical school curriculum and oversight of medical training
- UC Merced
  - Confers BS in existing major that contains UCSF prerequisites
  - Office of Med Ed provides BS students with mentoring by UCSF clinical faculty, and clinical and community service experiences
  - Delivers preclinical portion of SJV PRIME+ Medical Training (F1) - 1.5 years
- UCSF Fresno
  - Delivers Clinical portion of SJV PRIME+ Medical Training (F2) - 2.5 years

In 2020, the program received \$15 million in continuous state appropriation.

The guiding principles for F1 are:

- Educational excellence
- Instruction in person at UCM or Fresno
- Equivalency to main campus (LCME)
- Invest in faculty and staff development
- Collab between Med Ed, UC Merced, and Fresno is key; build community of educators
- Highlight unique strengths/challenges of SJV
- Longitudinal approach
- Right sized -> scale up in future

Teaching in F1 will be done by UC Merced teaching faculty, UCSF Fresno-based clinical faculty, and ad-hoc lecturers from UC Merced or UCSF Fresno.

Dr. Vener then summarized the objectives of the proposed Department of Medical Education and addressed CAPRA's pre-submitted questions. One question was, if UCSF holds LCME accreditation and UC Merced is part of the collaboration with UCSF, why will it take so long for UC Merced to become independent in this effort? Dr. Vener explained that the issue is funding – UC Merced has to prove that it can train students independently. UC Riverside was part of UCLA's medical school and it took Riverside 40 years to establish their medical school. Dr. Vener stated that she believes the process for UC Merced may be faster due to lessons learned from clinical training from UC Riverside's experience.

A CAPRA member asked whether F1 will be offered to SJV Prime + students only and what proportion of the 12 students will take this path. Dr. Vener replied that due to funding, only those students will be offered F1. Any expansion requires additional funding. She also clarified that the proportion is actually 15 students. She is confident that most, if not all, the students will continue the path. However, there is a plan in place in case a few students decide to leave: the program can accept more students in the applicant pool.

A CAPRA member asked about consultation with the SSHA Executive Committee and with the Department of Public Health on this proposed Department of Medical Education. SNS Dean Dumont confirmed she spoke with the department chairs last semester.

A CAPRA member inquired about the allocation of the \$15 million that was appropriated for the program and whether it goes to students. Dr. Vener responded that some of the funding goes into scholarships, but the main way the money is being spent is on hiring faculty and staff and clinicians who will teach. The CAPRA member then stated that medical school courses should be taught by clinicians and asked why the campus is hiring faculty that do not have MD degrees. Dr. Vener replied that that first round of hiring will be individuals with PhDs (teaching faculty) who will teach the

initial foundations courses and the next group of hires will be the clinicians who will be on part time salary.

A CAPRA member asked about the staff hires. Dr. Vener responded that the program currently has eight staff and she guesses that eight more may be hired. Interim EVC/Provost Zatz added that the campus is currently in the process of hiring a community engagement specialist which will be a target of opportunity hire.

A CAPRA member asked whether the program's needs will be entirely covered by the \$15 million in state appropriations or whether campus funds will need to be used. Dr. Vener replied that additional funding would be necessary if the program wants to extend the number of students in the future but the \$15 million will cover what is needed for staff support. Staff support for tasks like advising, scheduling, etc. are self-contained and the program will not impose on existing campus resources. The biggest costs will come from finding the students their clinical spots for their third and fourth year rotations. Interim EVC/Provost Zatz added that UC Merced and UCSF signed an MOU that states that in the event that funding disappears, both institutions are committed to educating the students that are already in the program.

A CAPRA member asked if the potential new Department of Medical Education will eventually be part of the Academic Affairs budget call process that CAPRA is involved in. SNS Dean Dumont confirmed this.

A CAPRA member asked if faculty in other departments will be asked to guest lecture and how that will be financially supported. Dr. Vener replied that she does not expect existing UC Merced faculty or staff to bear the burden to teach or spend resources. However, the invitation is open to faculty who are interested in participating if they have an expertise they would like to teach.

A CAPRA member asked if the new department will be represented on the SNS Executive Committee. SNS Dean Dumont confirmed that will be the case, as the department will be part of the school and broader campus. It will not be a "bubble". However, it is unknown what the department will become far into the future.

A CAPRA member raised the concern about training medical students who have no experience in undergraduate research. Dr. Vener responded that research/scholarly inquiry is required in the curriculum for medical school and the students will have a year-long experience.

#### IV. Consultation with Interim EVC/Provost Zatz

In a previous meeting, Interim EVC/Provost Zatz shared faculty vacancy data with CAPRA. She clarified that data she shared consists of the faculty who have been hired since 2020 and those who have left the university. There may be faculty who are on currently leave, but until they formally submit their resignations, they are still on the "books" and their lines and funding remain. This is why the data she provided and the data that CAPRA requested from department

chairs in fall 2023 differs: CAPRA essentially asked department chairs for data on which faculty are available to teach and information on course release for leaves and sabbaticals. This is why the two lists – Interim EVC/Provost’s and CAPRA’s – do not match.

VC/CFO Schnier pointed out that if a faculty member is on leave and not being paid by the university, that funding goes to the pool on a temporary basis. A CAPRA member stated that in the past, when a faculty member went on leave or sabbatical, her department was allowed to hire lecturers to replace them. Interim EVC/Provost Zatz and VC/CFO Schnier replied that that is not the case for sabbaticals or course releases. For leaves, the campus pays the faculty member’s salary. VPAAS Spitzmueller pointed out that there is a lot of variability about course releases that are granted. Course releases are expensive and not fiscally sustainable. A CAPRA member expressed concern about structural inequalities at UC Merced due to different teaching loads across departments. VC/CFO Schnier acknowledged that the campus needs to examine the totality of the spending and not pieces of it. He added that both VPAAS Spitzmueller and AVC Khanona are currently looking into this. VPAAS Spitzmueller pointed out that other UCs have built out parallel Master’s programs to their PhD programs which augments their student credit hours in their courses.

## V. Campus Review Items

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

The lead reviewer’s comments were linked on the agenda.

CAPRA members discussed whether to proceed with submitting their comments on the proposal or delay responding until after the academic program has been vetted. Senate Executive Paul confirmed that SJV Prime + program was sent to CCGA for feedback and will be discussed by Divisional Council next week.

VC/CFO Schnier offered to participate in a conversation with CAPRA, SNS Dean Dumont, and Dr. Vener about revenues and cost flows. CAPRA members continued to discuss the \$15 million state appropriation and whether the campus will be impacted. A CAPRA member pointed out that even though the funds came from the state, CAPRA and the Senate still have an oversight role to play. With regard to the budget, CAPRA can offer advice and opinions, but the committee is only advisory to the Chancellor per the bylaws.

CAPRA members agreed to proceed with submitting their comments to the Senate Chair on the proposed Department of Medical Education with a note that clarifies that the committee cannot provide a full opinion on resources given the absence of feedback in the proposal materials from the SSHA Executive Committee and the Department of Public Health.

**Action:** CAPRA will submit their memo to the Senate Chair by Monday, February 12.

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
- The policy for the review and approval of New Minors
- The lead reviewer's comments.

The lead reviewer summarized his comments. CAPRA members had no objections and approved the draft memo.

**Action:** CAPRA's memo will be submitted to the Senate Chair before the close of business today.

C. Proposed establishment of a Psychology B.S. program and proposed amendments to the Psychology B.A. program

The proposal and proposed amendments were linked on today's agenda.

CAPRA selected a lead reviewer.

**Action:** The lead reviewer's comments will be discussed over email and finalized at the February 21 CAPRA meeting. CAPRA's final comments are due to the Senate Chair by Friday, February 23.

D. UCM Policy on Transmission of Documents to the University Archive

The proposed policy codifies instructions currently present in the UC Records Retention Schedule regarding the transferring of relevant campus records to the University Archives. The policy applies to UCM employees who handle administrative records, and all inactive records documenting the University's decision-making processes, the functions of the University, and the essential cultural history of the campus, such as administrative records, general publications, and records concerning student organizations.

The CAPRA chair previously suggested that the committee decline to opine as this item is outside of CAPRA's purview.

**Action:** CAPRA will decide by Monday, February 12 whether to opine. If opining, CAPRA's final comments would be due to the Senate Chair by Friday, March 1.

E. Interim Implementing Procedures for Abusive Conduct in the Workplace

The Campus Implementing Procedures are intended to implement and supplement the **University of California Policy on Abusive Conduct in the Workplace** (“Abusive Conduct Policy” or “UC Policy”), which became effective January 1, 2023. The systemwide Abusive Conduct Policy and the CIP replace UC Merced’s previous *Policy on Prohibition of Abusive Conduct and Acts of Violence by University Employees and Non-Affiliates*, which was rescinded on January 1, 2023. All campuses are required to develop procedures and supplementary information to support the implementation of the Abusive Conduct Policy (see Abusive Conduct Policy, Section IV.A)

The CAPRA chair previously suggested that the committee decline to opine as this item is outside of CAPRA’s purview.

**Action:** CAPRA will decide by Monday, February 12 whether to opine. If opining, CAPRA’s final comments would be due to the Senate Chair by Friday, March 1.

V. Systemwide Review Item

A. Proposed revisions to Presidential Policy BFB-BUS-50: Controlled Substances Use in Research and Teaching

The proposed revisions and the explanatory cover letter from UCOP were linked on today’s agenda.

The CAPRA chair previously suggested that the committee decline to opine as this item is outside of CAPRA’s purview.

**Action:** CAPRA will decide by Monday, February 12 whether to opine. If opining, CAPRA’s final comments would be due to the Senate Chair by Monday, February 26.

There being no further business, the meeting was adjourned at 10:35 am.

Attest: Michael Findlater, CAPRA chair