

**Committee on Academic Planning and Resource Allocation (CAPRA)**  
**Minutes of Meeting**  
**September 27, 2022**

Pursuant to call, the Committee on Academic Planning and Resource Allocation met at 11:00 am on September 27, 2022 in room 344 of the Administration building and via Zoom. Chair Kevin Mitchell presiding.

I. Chair's Report – *Chair Mitchell*

A. Divisional Council meeting September 20

- Draft Divisional Council agendas will be available on the Divisional Council webpage a few days prior to each meeting, with the approval of the Senate Chair. Per usual practice, final agendas are posted on the webpage after approval by the Divisional Council membership. Divisional Council members suggested that other Senate committees could also upload draft agendas at their discretion.
- The weekly email Senate Digest will now be sent to all Senate faculty.
- Discussion on funding for departments. Departments currently do not receive funds to cover faculty course releases.

II. Senate Vice Chair's report – *Catherine Keske*

A. PROC meeting September 13

PROC discussed the reviews of programs and equity, diversity, and inclusion. Senate Vice Chair Keske pointed out that PROC would benefit from an additional Senate representative. (Currently, she serves a dual role: PROC co-chair and representative from CAPRA). CAPRA Chair Mitchell agreed and asked for a CAPRA volunteer to serve on PROC so that Senate Vice Chair Keske would only have to serve as PROC co-chair. Two CAPRA members volunteered to share this task, depending on the PROC meeting schedule.

**Action:** The committee analyst will inform the Senate Executive Director that CAPRA identified two volunteers to attend PROC meetings.

III. Consent Calendar

- A. Today's agenda
- B. Draft September 13 meeting minutes

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

## IV. Draft Department Chair Survey on Staffing

Prior to this meeting, CAPRA Vice Chair Almeida drafted a set of questions for a survey of department chairs about staffing. The draft questions were linked on today's agenda and shared with CAPRA members to review in advance of this meeting.

CAPRA members agreed that the survey should include a preamble that assures respondents that the survey is anonymous (except for School affiliation) and that the survey results are informational for CAPRA only – the results will not be used for deciding on resource allocation. Members also agreed to add an additional question: what fraction of a staff member do department chairs have dedicated to departmental support?

Senate Vice Chair Keske recommended that CAPRA hold off on further action on the survey until after the October 4 Divisional Council meeting, as that meeting may include updates on various salient issues. CAPRA members agreed. Members also agreed that the draft survey should be shared with Divisional Council and School deans before it is finalized and issued to the department chairs.

**Action:** CAPRA Vice Chair Almeida will revise the survey per the aforementioned feedback. CAPRA will share the draft survey with Divisional Council and School deans.

## V. Campus Review Items

## A. Policy on the Establishment and Review of Centers

The following documents were linked on today's agenda for CAPRA members to review:

- Revised Centers policy submitted to the administration by CoR in October 2021
  - Appended to that policy is former EVC/Provost Peterson's 2014 original draft policy and the Senate's 2015 comments.
- Comments on CoR's revised Centers policy from the Chancellor, EVC/Provost Camfield, and VC/CFO Schnier received by CoR in fall 2021.
- Revised Centers policy transmitted to the administration by CoR on January 10, 2022.
- Comments received from EVC/Provost Camfield and VC/CFO Schnier by CoR on January 19, 2022.
- CoR's final Centers policy approved by CoR via email on April 21, 2022.

**Action:** CAPRA selected a lead reviewer. The lead reviewer's comments will be discussed by CAPRA at the October 11 meeting. CAPRA's comments are due to the Senate Chair by Friday, October 21.

## B. Proposal to Establish a Department of Philosophy

Member Carolyn Jennings will recuse due to departmental affiliation.

The proposal, together with the policy governing the establishment of new departments, was linked on today's agenda for CAPRA's review.

**Action:** CAPRA identified a lead reviewer. The lead reviewer’s comments will be discussed at the October 11 CAPRA meeting. CAPRA’s comments are due to the Senate Chair by Friday, October 21.

VI. Consultation with EVC/Provost Camfield

Prior to this meeting, CAPRA members submitted several questions to the EVC/Provost to be discussed at today’s meeting.

- Status of UCM’s application to be an Agriculture Experiment Station within ANR.

EVC/Provost Camfield stated he expects UC Merced’s ANR status to be announced at the November Regents meeting. If Merced achieves ANR status, the campus will receive approximately a couple of million dollars. Some of that funding will be used to support staffing numbers. EVC/Provost Camfield added that achieving ANR status will allow UC Merced to hire ANR faculty and pursue particular grants. CAPRA Vice Chair Almeida asked EVC/Provost Camfield what type of Senate structure will be in place to integrate future ANR faculty into UC Merced. EVC/Provost Camfield responded that Divisional Council should discuss this and advise him on the Senate structure. CAPRA Chair Mitchell asked how soon UC Merced will receive ANR funds assuming the campus receives ANR status. EVC/Provost Camfield replied that he is not sure and suggested that Divisional Council formally request that he and new VCR Wilson attend a Divisional Council meeting to discuss this, because the new VCR will be taking the lead on this issue.

- Status of the environmental funds that are coming from the state (as the residual from the Inland Rising Assembly bill).

EVC/Provost Camfield acknowledged that it is a challenging dynamic. One-third of the funding went to three UC campuses and UC Merced can compete for some of the remaining funds. EVC/Provost Camfield anticipates that UC Merced will receive the funds this fiscal year. He suggested that Divisional Council invite VCR Wilson to a Divisional Council meeting to discuss this funding.

- An accounting of all faculty FTE lines that were hired over the past couple of years, and whether they were replacement hires, targets of opportunity, diversity hires, etc.

EVC/Provost Camfield stated that the historical data is located on various spreadsheets given that there is no campus database. It will take some time, but he will clean up the data and send to CAPRA.

- Potential creation of a webpage to report shared governance issues and a mechanism for the administration and the Senate to address them.

EVC/Provost Camfield stated that he can hire a student intern to create such a website. A CAPRA member suggested the creation of a Box folder as an alternative to a website. CAPRA Chair Mitchell stated that he will speak to Divisional Council about this issue.

- Updates on the Gallo pre-proposal.

EVC/Provost Camfield reminded CAPRA that the pre-proposal was sent to CCGA for review. He has asked VP Spitzmueller to create contingency plans depending on CCGA's recommendations. EVC/Provost Camfield is working with the pre-proposal authors on addressing the feedback they received from the campus review. He also asked VP Spitzmueller to use ideas from the Senate-Administration Governance Retreat and convene a group to revise the campus policy for the establishment of new Schools. He has already spoken with Senate Chair LiWang about this. EVC/Provost Camfield stated that there needs to be early consultation with faculty before a pre-proposal for a new School is submitted for Senate and campus review. He added that he will provide support to the campus to structure a conversation about data needs.

EVC/Provost Camfield stated that the campus needs to rethink its data infrastructure as UC Merced does not have a tradition of curating data. He wants CAPRA to advise him on creating this data infrastructure.

CAPRA Chair Mitchell asked about the strategic planning teams. EVC/Provost Camfield replied that the strategic planning teams' work should be informing CAPRA's recommendations to him. CAPRA Chair Mitchell suggested that the strategic planning teams send their recommendations to CAPRA and CAPRA can integrate that feedback into their recommendations to the EVC/Provost rather than asking CAPRA members to serve on the strategic planning teams. CAPRA has a large workload and members are serving on other committees. EVC/Provost Camfield suggested that CAPRA can try that method for a year and recalibrate if necessary. He added that VP Spitzmueller will attend all CAPRA meetings this year and will also keep CAPRA informed on strategic planning.

#### VII. Consultation with Vice Provost for Academic Affairs and Strategy Spitzmüller

VP Spitzmueller introduced herself and shared her extensive background in strategic planning. She reiterated EVC/Provost Camfield's statement about the need for a campus data infrastructure and the need to build data components. She praised the campus's strategic plan which she believes shows evidence of faculty input. The strategic plan reflects institutional priorities very well and is an exceptional starting point to move forward to achieve the campus's goals. She looks forward to working with the Senate on building out the required metrics and data infrastructure. She encouraged CAPRA to contact her with any questions or needs.

VIII. Preparation for VC/CFO Schnier Consultation on October 11

CAPRA was to formulate a list of questions for VC/CFO Schnier in advance of his attendance at the October 11 meeting regarding the campus budget.

**Action:** Due to time constraints, this will be done via email.

IX. Other Business

CAPRA members agreed that VP Spitzmueller will be invited to attend each CAPRA meeting, for the entire duration. EVC/Provost Camfield will continue with his 30-minute consultations at each CAPRA meeting. Assistant EVC/Provost Laura Martin and Interim VC/CFO Schnier will continue to be invited to CAPRA meetings as needed.

**Action:** The committee analyst will notify VP Spitzmueller and the EVC/Provost's office staff.

There being no further business, the meeting was adjourned at 12:30 pm.

Attest: Kevin Mitchell, CAPRA chair