

**Committee on Academic Planning and Resource Allocation
(CAPRA)
Minutes of Meeting
September 7, 2017**

Pursuant to call, the Committee on Academic Planning and Resource Allocation met at 1:30 pm on September 7, 2017 in Room 362 of the Kolligian Library, Chair Mukesh Singhal presiding.

I. Consultation with Provost/EVC Peterson

Provost/EVC Peterson held a discussion with CAPRA on the following topics provided to him by the committee in advance of the meeting:

- Earlier timeline for AY 18-19 FTE requests, review, and announcement of allocations. The Provost/EVC confirmed that he has always strived for an earlier timeline for this process in order to not disadvantage disciplines who post job advertisements early in the recruiting season, i.e. August.
- Academic planning. The Provost/EVC pointed out that academic planning is one of four main initiatives that emerged from the Chancellor's Governance retreat, the others being space planning and allocation, school reorganization and restructuring, and budget realignment and prioritization. These four activities will be a priority for the campus as we move closer to 2020 with increased student enrollment and faculty numbers. Work groups and charges for each initiative have been formed and will be announced to the campus next week. The academic planning work group will also include enrollment management at the campus and discipline levels.
- Strategic Academic Focusing Initiative (SAFI). CAPRA members inquired about the process for future SAFI hires and the advisory role of CAPRA. The Provost/EVC acknowledged that he could allocate only two foundational lines due to space and other resource limitations; but in the future, when more space is available, he will consider additional SAFI and foundational lines.

- In response to CAPRA's inquiry about priorities for AY 17-18, the Provost/EVC reiterated the importance of the aforementioned four initiatives in addition to the space planning & allocation (SPA) board. The board, which was empaneled by the Provost/EVC last year, is tasked with determining principles for new space allocation and backfill space. He asked for CAPRA's assistance in encouraging faculty to participate in surveys that will be issued by Director of Space Planning & Analysis Maggie Saunders this semester with the goal of finding creative ways to populate and share space.

CAPRA member Colvin, who last year spearheaded an enrollment projections project, announced that he met with Institutional Research & Decision Support (IRDS) staff over the summer on incorporating his campus planning model which is currently in Excel and converting it to a software package called TM1. Some individuals on campus have been shown potential user interfaces to elicit feedback on how to structure the dashboards to allow for easy scenario modeling. The goal is to have a software package that allows different groups on campus who have planning responsibilities the ability to perform what-if scenario modeling and see expected outcomes in future years. The Provost/EVC stated that he would also like retrospective data analysis to see how bylaw units have added faculty so we can see where those growth trajectories are going.

In response to a CAPRA member relating faculty members' fear that carry over lines will be taken away, the Provost/EVC emphasized that this has never been the case. However, he understands the concerns about conducting a timely search, so he stated that once search committee chairs request permission to post an advertisement, he would grant it immediately.

CAPRA members and the Provost/EVC then held a discussion on how best to elicit feedback from search committee chairs and unit chairs on SAFI hiring last year. A CAPRA member suggested that these discussions may occur during the academic planning process. The Provost/EVC agreed, and added that he wants a faculty-led conversation about what did and did not work well with the SAFI process, and wants CAPRA to facilitate the conversation. Some bylaw units believe they were left out of the process and did not benefit from the cluster hiring. The Provost EVC pointed out

that there were many requests for spousal hires this year but there were no “bonus” SAFI lines. A CAPRA member asked for the number of faculty offices available in AY 18-19 and the Provost replied that he will find the information and distribute to CAPRA.

Action: Upon conclusion of the academic planning work group’s deliberations, CAPRA will discuss inviting search committee chairs and bylaw unit chairs to CAPRA meetings to get their input on the pros and cons of last year’s SAFI hiring process. Provost/EVC Peterson will inform CAPRA of the number of faculty offices in AY 18-19.

II. Consent Calendar

Action: minutes from the May 15, 2017 meeting were approved as presented.

III. Consultation with Interim VC for Planning & Budget

Interim VC Mendez, who will attend CAPRA meetings once a month this semester, provided an overview of the organization of the units under her division: IRDS, Finance & Budget Management, Business & Financial Services, and Risk Services. Additional staff have been hired in several areas.

In response to a CAPRA member asking about faculty members have multiple accounts, Interim VC Mendez announced that the campus is attempting to streamline and consolidate this situation. She also announced that operating budgets have been submitted to schools/units. Allocations are the same as they have been for the past two years except for the Library which has received a base budget increase of \$65,000.

Action: Interim VC Mendez will send CAPRA a budget presentation she recently provided at a Cabinet meeting. She will also share with CAPRA the operating budgets that were submitted to the schools/units.

IV. Chair’s Report

Chair Singhal updated CAPRA members on the following:

- Chancellor’s Governance Retreat. As previously mentioned by the Provost/EVC, the four initiatives on which the campus will be

directing its focus are academic planning, space planning and allocation, school reorganization and restructuring, and budget realignment and prioritization. The newly-created Academic Governance Council, comprised of Division Council and members of the Administration, will be several times this semester.

- --SPA Board update. Chair Singhal shared the agenda from the August 15 board meeting with the main topic being the 2020 project and the backfill space allocation process. Specifically, the board discussed surveys, initial findings, faculty and student involvement, space standards and metrics, and timeframe.

V. Vice Chair's Report

Vice Chair Schnier reported on the August 28 Periodic Review Oversight Committee (PROC) meeting. The committee outlined the programs that are schedule for review this year, and discussed action plans for programs reviewed last year. Finally, there was discussion on closing the Environmental Systems review, which was the campus's first graduate program review.

VI. Enrollment Management

CAPRA member Colvin reported on the August 16 Enrollment Management Committee (EMC) meeting. The committee discussed a document entitled the "comprehensive enrollment management plan" which included enrollment targets and an implementation phase. Colvin expressed concern about resource constraints, specifically for faculty members with laboratories. CAPRA members discussed ways to convey such concerns to the EMC. It was suggested that the EMC be asked to be engaged with the campus academic planning initiative and to let that initiative inform the EMC's work. A CAPRA member also suggested sharing with EMC the issues that CAPRA is working on, including what it means to enroll students at a UC, e.g. what we are offering students, implications of not meeting the 10,000 student enrollment goal, and finally, the number of faculty being hired and where they are being allocated (bylaw units).

Action: Analyst will distribute the EMC's comprehensive enrollment plan document to CAPRA as an informational item.

VII. Campus Review Item

- Draft policy on assurance of laboratory safety compliance. Comments are due to the Senate chair by Friday, September 15.

Action: CAPRA members to send comments to the analyst prior to Friday, September 15.

VIII. Upcoming Business

- MIST PDST proposal. The proposal will be submitted to the Senate next week, and CAPRA will review it at its September 21 meeting.

Action: Lead author of the proposal will be invited to attend part of the September 21 meeting to answer any questions about the proposal.

There being no further business, the meeting was adjourned at 3:00 pm.

Attest:

Mukesh Singhal, CAPRA Chair