Total Meetings: 18  
Meeting frequency: bi-weekly  
Average hours of committee work each week: members: 2-3 hrs/week. Chair: 4-5 hrs/week

Total proposals reviewed: TOE (0), POP (6), Endowments (14), other (38)  
Total deferred proposals from the previous year: none  
Total proposals deferred to the coming academic year: 1

**Listing of bylaw changes proposed:** none

**Listing of committee policies established or revised:**

CPB determined academic plans are not required for the review of endowment proposals from the School of Medicine (SOM) since the SOM do not have academic plans. The SOM is always hiring usually based on clinical needs, which differs from the other departments/colleges.

**Issues considered by the committee:** see Committee’s Narrative below.

**Recommended procedural or policy changes for the coming year:**

- Need clarification regarding the viewpoint and questions CPB should follow when reviewing program proposals. Guidelines were unable to be located from past committee practices.

- Need to resolve the process that authorizes the transfer of department funds to an endowment in the School of Medicine.
Hold the "Fall Retreat" at the end of October instead of in December in order to gain overview and early buy-in.

Committee’s narrative:

This Planning and Budget Committee (CPB) considers matters involving planning and budget according to Davis Division Bylaw 48 (click here). The Chair, Bruno Nachtergaele, also served in two additional roles: 1) representative to Representative Assembly, and 2) member on Executive Council. CPB member Pat Conrad served as the Committee's representative on the UC Systemwide Planning and Budget Committee (UCPB) and provided regular updates to the Committee. CPB member John Payne served on the Conflict of Research Misconduct Policy Work Group on behalf of CPB, and member Ian Kennedy served on the Time to Degree Task Force. Regular updates regarding the Instructional Space Advisory Subcommittee's (ISAS) business was provided by ISAS’s Chair Chiang during CPB meetings. Please see the Instructional Space Advisory Subcommittee’s annual report for details regarding the subcommittee's business. For a more detailed account of the Committee's discussion & actions, please request the information from the Academic Senate analyst in order to review the action items from each meeting.

This section outlines the Committee's activity in 2006-2007 regarding the following items: guests who attended meetings, proposals reviewed (Endowment, Partner Opportunity Program, and Target of Excellence), proposals and items reviewed, and other considerations and topics of discussion.

CPB met with the following guests in the 2006-07 academic year:

- Virginia Hinshaw, Provost and Executive Vice Chancellor
- Barbara Horwitz, Vice Provost of Academic Personnel (currently Interim Provost)
- Linda Bisson, Davis Division Academic Senate Chair
- Kelly Ratliff, Associate Vice Chancellor of Resource Management and Planning
- Cheryl Lohse-Brown, Associate Vice Chancellor of Development
- Babs Sandeen, Vice Chancellor of University Relations
- Jan Corazza, Director of Campaign Planning/Programs in Development Office
- Terrence Murphy, Chair of College of Biological Sciences
- Ken Burtis, Dean of College of Biological Sciences
- Donna Ollson, Assistant Dean of College of Biological Sciences
- Mike Allred, Associate Vice Chancellor of Accounting & Financial Services
Endowments, POPs, and TOEs Reviewed:

- Table 1:
  - Endowment Proposals Reviewed (14 total, all approved)
- Table 2:
  - Partner Opportunity Program Proposals Reviewed (6 total; 4 approved, 2 not approved)
- Table 3:
  - Target of Excellence Proposals Reviewed (0 received or reviewed)

**Table 1:** Endowment Proposals Reviewed (14 total, all approved)

<table>
<thead>
<tr>
<th>Carry-over from 2005-06</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cancer Center Professorship in Basic Science</td>
</tr>
<tr>
<td>Roger Tatarian Endowed Professorship in Cardiovascular Medicine</td>
</tr>
<tr>
<td>Dean's Chair in Medical Research</td>
</tr>
<tr>
<td>John &amp; Joan Fiddyment Chair in Agriculture: A&amp;ES</td>
</tr>
<tr>
<td>Bo Tomas Brofelt Chair in Emergency Medicine</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>New Endowments for 2006-07</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dean's Endowed Professorship in Bioethics: SOM</td>
</tr>
<tr>
<td>Ralph Devere White Endowed Professorship: SOM</td>
</tr>
<tr>
<td>Child Family Professorship of Engineering and Entrepreneurship: COE</td>
</tr>
<tr>
<td>Richard Snively Endowed Fund: Applied Science</td>
</tr>
<tr>
<td>Child Family Professorship in the College of Engineering</td>
</tr>
<tr>
<td>Joe P. Tupin Endowed Professorship in Psychiatry</td>
</tr>
<tr>
<td>Jeff &amp; Dianne Child-Steve Whitaker Professorship in Chem. Engr &amp; Mat Sci</td>
</tr>
<tr>
<td>Joe P. Tupin Endowed Professorship in Psychiatry and Behavioral Sciences</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Carry-over Endowments for 2007-08</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gwendolyn Bridges Needham Endowed Chair in English Literature</td>
</tr>
</tbody>
</table>
Table 2: Partner Opportunity Program Proposals Reviewed (6 total; 4 approved, 2 not approved)

<table>
<thead>
<tr>
<th>Partner Opportunity Program Proposals Reviewed (6)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Approved (4):</strong></td>
</tr>
<tr>
<td>Jared Shaw, Chemistry</td>
</tr>
<tr>
<td>Fu Liu, Mathematics</td>
</tr>
<tr>
<td>Sabina Knight, East-Asian Languages &amp; Cultures, &amp; Comparative Literature</td>
</tr>
<tr>
<td>Anna Scaglione, Electrical &amp; Computer Engineering</td>
</tr>
<tr>
<td><strong>Not approved (2):</strong></td>
</tr>
<tr>
<td>W. Flagg Miller, Religious Studies (Arabic/Hindu)</td>
</tr>
<tr>
<td>Jesse Drew, Technocultural Studies Program</td>
</tr>
</tbody>
</table>

Table 3: Target of Excellence Proposals Reviewed (0 received or reviewed)

<table>
<thead>
<tr>
<th>Target of Excellence Proposals Reviewed (0)</th>
</tr>
</thead>
</table>

Proposals and items reviewed:

- 5-Year ORU Review: Center for Health Services Research in Primary Care (CHSRPC), 1999-2004
- 5-Year ORU Review: Agricultural History Center
- Request to Change the Name of the Department of Medical Pharmacology and Toxicology to Department of Pharmacology
- Guiding Principles of Professional School Fees Proposal
- Proposed Policy: Stewardship of Electronic Information
- Proposed Amendment to System wide Senate Bylaw 205
- System-wide Standards for Institutional Review Boards
- Role of Graduate Students in Providing Instruction at UC
- Recycling MRU Funds
- UC Merit and Promotion System
- APM 220-18: UCAP Proposed Amendments (advancement to Prof Step VI and Above Scale
- Proposed Senate Bylaw 16 - Executive Director
- Proposed Increase In PostDoc Salary Minimum
- ISIs (Institute for Science & Innovation) Budget Proposal
- Proposal to Amend DDR 520C
- Integrity in Research: Draft Update of PPM 240-01
- Total Remuneration and 2006-07 Budget
- Relations with Vendors and Clinicians (Pharmaceutical)
- Proposal for Senate Regulation 694-Amendment and 695
- Proposal to Establish the School of Public Health
- General Education Task Force Report Review
- Proposed Open Access Policy
- Draft Updated Policy: Privacy/Disclosure of Student Records
- Masters of Public Health Degree Program (requested by Graduate Council)
- APM 620: Off-Scale Salaries
- Graduate Program in Communication and PhD
- UC San Diego: Increasing Operational Efficiencies Through Business Process Redesign and Analytics (EDUCAUSE)
- UCOP Staffing and Budget Overview
- Davis Professorial Salary Scales (DPSS) Information
- UCD 690 - Updated Academic Salary Scales
- 19900 Funds regarding promotion, reclassification and benefit activity
- Course Fees – oversight by the Course Materials Fees Committee
- CCFIT Annual Report 2006-07 Comments
- Philanthropy and Campaign Planning Information
- Gift Income Report
- 2007-08 Budget Planning Parameters
- Nonresident Tuition (NRT) and Graduate Council
- Dollar Guidelines for Naming Academic and Non-academic Properties, Programs, and Facilities in Honor of Donors
- PENDING (carry-over to 2007-08): New Minor Program in College of Engineering, Construction Management Proposal (COD)

In addition to the policies/procedure reviews listed above, CPB also considered the following items during the 2006-07 academic year:

- Hosted the annual Provost/Office of Resource Management & Planning/Committee Planning & Budget Retreat. The following items were discussed:
  - Faculty FTE - Provost Hinshaw
    - Annual update
    - Financial situation of the College of Biological Science and implications for campus as a whole
    - Discussion of 2007-09 allocation process
    - Davis Professorial Salary Scale
    - Graduate Student Support (campus GSR fee and tuition buy-down program, state allocation of funds options
  - Enrollment Planning (process and framework) – VC Meyer
  - Campus Budget Process – AVC Ratliff
    - Campus Budget Overview and Campus Indirect Cost Recovery Overview
    - Overview of Regent’s Budget for 2007-08
    - Overview of UC process for budgeting nonresident tuition
Reviewed requested data from last five years of hiring regarding Interdepartmental Initiative Hires, Partner Opportunity Program (POP), Target of Excellence (TOE). The ethnicity for all the interdepartmental initiative hires within the last 10 years was also evaluated and compared with the information from the Systemwide Diversity Task Force Report in order to determine if diversity is an issue within these specialty hires. CPB determined that a major difference in diversity was not apparent.

Discussed the College of Biological Sciences with the Provost, Chair of CBS, and Dean of CBS which covered topics such as the history of CBS deficit, current status, plans for bringing the CBS finances back to health, oversight of CBS, differences contributing to CBS situation, high start up costs.

Reviewed Business Process Improvements with AVC Allred, VC Nosek, and VP Siegel for the following systems:
- DaFIS
- Grant processing
- MyTravel
- MyInfoVault

Discussed the Davis Professorial Salary Scales with Vice Provost Barbara Horwitz.

Discussed the following with Kelly Ratliff and Virginia Hinshaw:
- Overall financial situation of the campus and projections for future years; strategic plan
- Budget process for Schools and Colleges
- CBS recovery plan
- Graduate student support
- Central benefits funding
- Enrollment planning

Discussed campus projects and resources with guests Stan Nosek & John Meyer.

Discussed department staffing with Dennis Shimek.

Discussed the capital campaign with Babs Sandeen, Kelly Ratliff, Cheryl Brown Lohse, and Jan Corazza.

Respectfully Submitted,

Bruno Nachtergaele, Chair

Shirley Chiang (member), Chris van Kessel (member), Richard Sexton (member), Ian Kennedy (member), Ross Bauer (member), John Payne (member), Jane-Ling Wang (member), Pat Conrad (member), Linda Bisson (advisor), Bob Powell (advisor), Jozsef Lango (AF Representative), and Diana Howard (Academic Senate Analyst)
Annual Report: Academic Year 2006-07
Davis Division: Academic Senate

Instructional Space Advisory Subcommittee
(Committee on Planning & Budget)

<table>
<thead>
<tr>
<th>Total Meetings: 2</th>
<th>Meeting frequency: as needed</th>
<th>Average hours of committee work each week: 2-3 (when meeting)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total issues reviewed/discussed: 12</td>
<td>Total issues reviewed - deferred from the previous year: 0</td>
<td>Total issues deferred to the coming academic year: 0</td>
</tr>
</tbody>
</table>

Listing of bylaw changes proposed: None.

Listing of committee policies established or revised: None.

Issues considered by the committee: None.

Recommended procedural or policy changes for the coming year: None.

Committee’s narrative:

This subcommittee considered matters involving instructional space according to Davis Division Bylaw 48 C ([click here](#)). Committee Planning & Budget (CPB) member Shirley Chiang chaired the subcommittee and reported the subcommittee’s discussions and information to CPB. Overall, the main focus of the Committee was to ensure proper representation on the subcommittee as directed by the bylaw, and suggest changes when issues pertaining to the subcommittee arose. For a more detailed account of the Committee’s discussion & actions, please request the information from the Academic Senate analyst in order to review the action items from each meeting. In addition to the policies/procedure reviews listed above, the Instructional Space Advisory Subcommittee (ISAS) also considered the following items during the 2006-07 academic year:

- Continued to discuss concerns and solutions with Sal Genito, Director of Facilities: Operations & Maintenance regarding the Clean Classroom Initiative, which originally was created in order to address areas and rooms where postings, chalk dust, carpet, flooring, etc. were in need of improvements
- Reviewed PPM 310 “Posting of Information” and discussed the current implementation of the policy/procedures (http://manuals.ucdavis.edu/ppm/310/310-27.htm)

- Voiced concern of the lack of lecture space available on campus; followed up with last year’s lecture space request in Wellman (History Department) to ensure adjustments were made

- Ensured last year’s Periodic Chart request in the Science Lab Lecture Hall was completed

- Discussed lighting options and the Research Lighting Center for new spaces. ISAS voiced concern regarding the lack of lighting in classrooms and lecture halls; the current lighting process and difficulty with retaining custodial staff was reviewed

- Discussed the use of Personal Response Systems (AKA clickers) on campus. ISAS was provided the following information upon their request regarding the departmental use of clickers/PRS on campus during the Fall 2006 quarter:

<table>
<thead>
<tr>
<th>UCD Departments Using Clickers</th>
<th>Fall 2006</th>
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<tbody>
<tr>
<td>7-Physics</td>
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<tr>
<td>5-Psychology</td>
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<tr>
<td>3-Biological Sciences</td>
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<tr>
<td>2-Neurobiology, Physiology, and Behavior</td>
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<tr>
<td>1-Anthropology</td>
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<tr>
<td>1-Plant Sciences</td>
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<tr>
<td>1-Chemistry</td>
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</table>

- Reviewed general assignment classrooms and space utilization reports, such as the “List of Lab Classrooms” document and the “Fall 2004 Space Utilization Report (by campus)” document. ISAS recognized UCD’s high room use

- Reviewed information regarding Giedt Hall and the use of a blend of private and public dollars (space utilization and prioritization are made accordingly to the source of funds). The Classroom Master Plan Committee was created in order to review long term needs and to create long-term plans for classrooms across the campus. ISAS was asked to suggest membership for Fall 2007 since the membership was being reevaluated

- Discussed the possibility of adding telephones in classrooms for two purposes: emergency (911) and a technology hotline with Liz Gibson, Director of Mediaworks and CTS
- Discussed the Space Utilization Formula and reviewed the state’s standards compared with UCD’s high use of space; stated concern regarding the difficulty students must experience when attempting to find an open classroom.

- Discussed the high level of interest in podcasting and webcasting on campus with Liz Gibson; reviewed two budgetary proposals for the Provost’s support and allocation; ISAS passed the information along to CPB as well for their review.

- Stated the need for the Committee on Planning and Budget to select a new ISAS Chair since Shirley Chiang will not be serving on CPB next year.

Sincerely,

Shirley Chiang, Chair

Patricia Boeshaar, Joseph Sorenson, Jane-Ling Wang, Kiho Cho (Academic Federation Representative), Janis Dickens (ex-officio, Director of Classroom Technology Services), Maria Miglas (ex-officio, Registrars Office), Frank Wada (ex-officio, University Registrar), Julie Nola (Office of Architects and Engineers Representative), Jerry Johnson (Office of Resource Management and Planning Representative - retired), Kerry Geist (Office of Resource Management and Planning Representative), and Diana Howard (Academic Senate Analyst).