**Process Development & Policy (PDP) Meeting Notes**  
Wednesday, September 27, 2017, 10:30 AM – Noon, DISC 464

**Members:**

* (Co-chair) Ruth Johnston  
* (Co-chair) Sandeep Krishnamurthy  
* Alka Kurian  
* Beth Beam  
* Bruce Burgett  
* Casey Mann  
* Christian Adams  
* Cinnamon Hillyard  
* Natalia Dyba for Claire Peinado  
* Daniel Jacoby  
* Dom Juarez  
* Ed Buendia  
* Elaine Scott  
* Emily Christian  
* Gowri Shankar  
* Jonathan Cluts  
* Kendra Yoshimoto  
* Phil Akers  
* Pierre Mourad  
* Sarah Leadley  
* Susan Jeffords  
* (CCPB) Barbara Van Sant  
* (staff) Amanda Kim  
* (staff) Adrian Sinkler  
* (staff) Eleonora White  
* (staff) Russell Cannon  
* (staff) Segan Jobe  
* (staff) Steve Walline  
* (staff) Uma Raghavan

**Agenda:**

<table>
<thead>
<tr>
<th>Topic</th>
<th>Discussion</th>
<th>Recommendations/Follow-up</th>
<th>Person Responsible</th>
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<tbody>
<tr>
<td><strong>Welcome &amp; Updates</strong></td>
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<tr>
<td>• New Members</td>
<td>• CCPB members: Alka, Pierre, Dan and Barbara</td>
<td>Resend Charge Letter to all PDP</td>
<td>Amanda Kim (support staff)</td>
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<td>• Updates</td>
<td>• Capital budget not passed by legislature</td>
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<td>• New budget process mandated by Provost Baldasty</td>
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<td>with focus on fiscal responsibility, due 2/1/2018</td>
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<td>• Needs &amp; commitment list being compiled and</td>
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<td>reviewed by Chancellor's Executive Team</td>
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<td><strong>FY18 Operating Budget</strong></td>
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<td>• Operating Budget</td>
<td>• See Slide deck</td>
<td>Share Hiring Plan when approved by Provost's Office</td>
<td>Beth Beam</td>
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<td>• CET Decisions/Vetting</td>
<td>• Faculty hiring plans submitted to Provost's office</td>
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<td>• Current State</td>
<td>• FY17 is base</td>
<td>To return to rebasing topic</td>
<td>IPB/PDP chairs</td>
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<td>• Peer benchmarking re: growth during RCM adoption</td>
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<td>to be incorporated in Budget Recal work</td>
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<td>• 70/30: of the 70%, to be split based on 80/20 student</td>
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<td>FTE/major headcount</td>
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<td>• Baseline readjustments/rebasing: part of PDP's work to come</td>
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<td>• Curriculum Planning Tool</td>
<td>• Based on composition/curricular goals resulting from</td>
<td>For tool assessment, need to make sure school rep in P2I is the right one to</td>
<td>Co-Chairs to reach out to</td>
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<td>Provost/Chancellor mandate to move away from reliance on part time faculty</td>
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<td>Deans again to</td>
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|      | - As a result, number of section offerings will be reduced  
- Has curricular as well as operational consequences  
- The tool is intended to assist with planning and leveraging such as teaching load per FTE faculty; school feedback is being incorporated | engage with this aspect of the work | confirm P2I representation |
| 3-year Draft Plan | - Year 1  
- Narrowed down goals and more focused for each quarter  
- Hard work in Year 1 should result in less to achieve in Year 2 and 3 |  |
| Collaboration Values | - Between Schools and non-Schools (Ed Buendia, Emily Christian, Jonathan Cluts, Kendra Yoshimoto, Phil Akers, Sarah Leadley,)  
- Don't duplicate central services within schools  
- Evaluate/revisit 70/30  
- Have process for schools to allocate extra funds to central services to support their priorities  
- School growth strategy: engage central (i.e. degree development connect to budget)  
- Need process to add centralized services  
- Evaluate/Prioritize central services with transparent criteria  
- Decide on exceptions  
- Identify adjudicators  
- 3 C's (Cross-Disciplinarity, Community Engagement, and Connected Learning)  
- Diversity, Equity & Inclusion  
- Shared Governance  
- Understanding Mission Statements and Goals of each School  
- No siloing  
- Recruitment goals  
- Focus on access to excellence/student success  
- Recognize cultural externalization  
- Collaboration between faculty and staff  
- Recognize and respect curricular differences and requirements  
- Focus on connection between scholarship and student success, as well as gaps | DRAFT |  |
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| General (Beth Beam, Bruce Burgett, Christian Adams, Cinnamon Hillyard, Pierre Mourad,) | No values without appropriate incentive  
Structure hard-wiring into budget process  
Values match incentives  
Assume best intentions  
Sustain institutions that advance our values  
Values of schools and units align with campus vision, mission, values and goals  
Anecdote/Decisions must be supported with data  
Data shouldn't stand alone  
Research & scholarship are also core functions of university  
Student success: core function of university | DRAFT |                      |

**Next Meeting:** October 16, 2017, 2:30 PM – 4 PM, Location TBD