

**SENATE BUDGET REVIEW COMMITTEE  
ANNUAL REPORT  
1995-1996**

Submitted on November 14, by  
James H. McKay  
Chair of SBRC, 1995-1996

**Committee Members, 1995-1996:**

E. Farragher,	Business Administration
L. Hildebrand,	Kresge Library
K. Kleckner,	Engineering and Computer Science
D. McCrimmon,	Research and Academic Development
J. McKay,	Mathematical Sciences
P. Nicosia,	Budget and Financial Planning
C. Rush,	Employee Relations (AP representative)
R. Sudol,	Rhetoric, Communications and Journalism
M. VanSell,	Business Administration

The most important thing that I want to say is to express sincere appreciation for the full cooperation and the serious efforts of the various members on the Graduate Council, SPRC and SBRC. This has been a significant year of activity and these individuals deserve your thanks and my thanks for what has been accomplished.

Prior to 1995-96, SBRC was much more actively involved in recommendations about the university budget. This has included a review and ranking by SBRC of all of the requested changes, by divisions, from one year to the next. This has been done in keeping with the Charge to SBRC (copy of the Charge is attached to this report). Unfortunately the process this year did not allow for SBRC to fulfill its responsibilities as stated in the Charge. One factor in the change in 1995-96 may have been due to the fact that the Board of Trustees adopted a two year budget for 1994-96 and so there was a relatively smaller proportion of the budget to be reviewed for 1995-96. Enrollment growth generated about \$2 million in additional tuition funds for distribution over the planned 1996-1997 as adopted earlier by the Board of Trustees. ~~Decisions about this new money were made prior to consultation with SBRC. SBRC and SPRC were involved in a summary report of those changes, by Gary Russi, at the joint meeting on 4/8/96.~~

A major development in 1995-96 for SBRC, as compared to 1992-1995, is the number of new program proposals which have emerged from the Strategic Planning Process and the stipulation by Gary Russi that all proposals for new funding be linked to support of the Strategic Plan. At a meeting on 8/24/95, Gary Russi informed the chairs of SBRC and SPRC that he expected eight new programs to be proposed as implementing some portions of the strategic plan.

Since SBRC and SPRC jointly replaced the former Academic Planning and Policy Committee (APPC), a special concern this year was to work on revising the old APPC forms and formats for new programs, reviews or modifications of existing programs, as well as formats for proposals, other than new programs, submitted in support of the Strategic Plan. The forms and formats for these ~~latter~~ responsibilities is still in need of further work by SBRC and SPRC. Significant progress was made this year in the first two of these responsibilities, including the establishment of two budget formats ("SBRC Format" and "Academic Affairs Format") for reporting important budgetary information related to proposed academic programs.

What has been accomplished by the Senate Budget Review Committee during the past four years is due in large measure to the full cooperation of the university administration at all levels, the excellent dedication and efforts of the various members of the committee, and of the membership and dedication of our sister committees, especially the Graduate Council and SPRC. We have benefited from close, structured links with the Graduate Council and SPRC, but we need to foster similar cooperation and structural links with UCU. Toward this goal it is important, I

believe, that the joint meetings of SPRC and SBRC with the President and/or the vice-president of Academic Affairs, as specified in the Senate charge to SPRC and SBRC, include the Dean of Graduate Studies and the Chair of UCUI. In support of this goal, George Dahlgren and James Ozinga were invited, and attended, the joint meeting of SBRC and SPRC with Gary Russi on April 8, 1996. At this meeting, fulfilling a part of the Senate charge, there was a full agenda, proposed to Gary Russi by the Chair of SBRC ~~(based on suggestions from members of SBRC and SPRC)~~. As was evident at the meeting, there was a very close match between this proposed agenda and the materials circulated, and discussed by Gary Russi during the meeting. Furthermore Gary Russi came prepared with numerous documents, for distribution at the meeting, with detailed information on essentially all of these topics of joint concern.

Actually, Gary Russi was prepared with numerous documents to distribute and discuss. He reported that he saw the following new programs on the horizon:

- i) Ph.D. in Applied Mathematical Sciences
- ii) Masters in Accounting
- iii) MS in Software Engineering
- iv) Family Nurse Practitioner Certificate Program (Post Masters)
- v) Ph.D. in Education (may see four proposals)
- vi) Women's Studies Undergraduate Program (already through the college)
- vii) Applied Physics / Material Sciences
- viii) Ph.D. in Biological Communications with Henry Ford Health Systems

As the person primarily responsible for guiding the proposal for the new Ph.D. Program in Applied Mathematical Sciences through the full review process within and external to the University, when there were no longer AAPC guidelines and without new guidelines, I felt responsible for respecting all the former standards set by the APPC. This experience also taught me that, as an institution, we have a responsibility to help those who prepare proposals for new programs to include all the relevant information and budget data, and in a consistent comparable format, as they draft the proposals. Unfortunately these APPC formats and forms are no longer operational, nor readily available as a guide for drafters of proposals of new programs.

With several new program proposals anticipated, some office or committee needed to take responsibility for assuring that new proposals included the appropriate information and budget data prior to review through the academic governance process. This is an important responsibility.

SBRC drafted a new document entitled "Guidelines and Procedures for Instituting a New Degree Program". After various revisions during 1995-1996, this document (about eight pages) has been endorsed and/or supported by SBRC (9/20/95), SPRC, UCUI(10/5/95) and the Graduate Council (4/17/96). This document is identified, appropriately, as an Office of Academic Affairs document. The latest revision is dated September 23, 1996 and is available from the Office of Graduate Studies.

[D] SBRC meeting of 9/20/95

~~1. Most of the meeting was spent preparing for the joint meeting of SBRC and SPRC with Russi in 100 KL on 9/27/95.~~

~~When the actual meeting took place,~~ Gary Russi had about 33 pages of handouts to circulate and discuss. The topics were: OU Freshman Applied; Enrollment; Organizational Chart; Strategic Plan Implementation; Strategic Plan Proposals; Marketing Plan; Strategic Lobbying; Faculty Hiring 1995-96; Academic Affairs Position Recap; Discretionary Budget Analysis and Allocation to Department; and General (Family Business, Birmingham, Macomb, Flint, Traverse City, Fund Raising & Student of the Future). **A definite theme throughout Gary Russi's presentation was that decisions about new funding initiatives will be based on the implementation of the approved Strategic Plan.**

~~[I] SBRC meeting of 10/18/95~~ SBRC Budget format

III The purpose of this spreadsheet is to show how the HEIDI data can be used to generate the "Tuition Revenue/Faculty Compensation" ratio ... that is critical in determining the viability of program proposals."

~~[J] SBRC meeting of 12/6/95~~

- I. Off-campus incentive offerings. Nicosia will bring some samples to a future meeting.
- II. Software Engineering. The consolidated list of questions will be sent by e-mail to Prof. Ganesan on December 8. McKay will begin drafting our report.
- III. Math Ph.D. We will begin work on this proposal in January under the chairmanship of Keith Kleckner.

~~[K] SBRC meeting of 12/13/95~~

Russi agreed to provide the SBRC budget format runs for all academic units. See subsequent memorandum dated April 23, 1996 from Interim President Russi to McKay (a copy is attached to this report. See [S7]).

[P] SBRC meeting of 2/7/96

Final SBRC review of the proposed Ph.D. in Applied Mathematical Sciences. The memorandum of transmittal of the SBRC recommendation is dated February 16, 1996 and includes the set of attachments of the type required in the case of the previous new program proposals as well as a chronological summary of discussions and/or documents regarding SBRC review of the proposal.

[Q] SBRC meeting of 3/13/96

- I. Proposal Formats. The effort to unify proposal formats by various committees continues.
- II. Incentive Programs. Nicosia reviewed the methods of calculating the expenses, revenue, and distribution of net income for these programs.
- III. The OU budget has been completed. We may still have an opportunity to provide input on specific items. Copies will be distributed to members of the SBRC on a strictly confidential basis since the budget has not been approved by the Board of Trustees. We will review the charge to SBRC to determine what role we should play in the next stages of the budget process

[R] SBRC and SPRC meeting of 4/8/96 (Joint Meeting)

There was a very close match between the "Suggested Agenda" proposed by SBRC and SPRC and the "Agenda" circulated by Gary D. Russi. There were numerous documents circulated by Russi in response to these agenda items. The minutes, ~~as attached for all Senators~~, refers to eleven documents ("Agenda attachments") which were circulated by Russi during this joint meeting. Most members of SBRC and SPRC have a set of these documents, which total about thirty-five pages.

[S] Attachments for VPAA Office and 1996-97 chairs of UCUI, SBRC, SPRC and Graduate Council:

- [S 1] Minutes of Joint Meeting of SBRC and SPRC, with Gary Russi, on September 27, 1995 (two pages) (Kevin T. Andrews, recorder)
- [S 2] "Suggested Agenda" (prepared by SBRC & SPRC) and "Agenda" distributed by Russi (one page each)
- [S 3] Summary of Joint Meeting of SBRC and SPRC, with Gary Russi, on April 8, 1996 (three pages) (Michelle Piskulich, recorder)
- [S 4] 1996-97 Revised General Fund Budget - Summary of Supporting Information and Schedules (four pages)
- [S 5] New Degree Program Submission Requirement

This is an important one page document which details the steps to follow through a Feasibility Phase and the Proposal Development Phase for new degree programs. It is an important cover page for the Guidelines and Procedures for Instituting a New Degree Program, since it details the