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## MEMORANDUM

**DATE:** JUNE 26, 2018  
**TO:** STEERING COMMITTEE  
**FROM:** THOMAS R RAFFEL, CHAIR SENATE PLANNING REVIEW COMMITTEE  
**RE:** ANNUAL REPORT

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The Senate Planning Review Committee (SPRC) met approximately monthly in the Fall 2017 and Winter 2018 semesters. Our activities over the course of this year are summarized below. Note that “SBRC” refers to the Senate Budget Review Committee, with which we worked closely over the past year.

- The SPRC implemented a new procedure for rapid review of proposals using collaborative document editing. When the committee received a new proposal, I gave members one week to compile a list of their questions in a shared Google document. I then shared our questions with the SBRC chair so we could check for redundancies with the SBRC question list, and I sent the revised list to the proposer. I gave them the option of responding to questions in writing or in person at the next meeting. I kept our meeting dates flexible, so we could more easily accommodate proposers' schedules. All proposers opted to respond to questions both in writing and in person, which facilitated timely completion of our reviews.
- The SPRC reviewed a proposed new Goal 4 for the Strategic Plan, a new University Mission Statement, and two new program proposals: Bachelors in Music Technology & Industry, and Ph.D. in Nursing. In all cases the committee compiled comments using our new collaborative document editing system (described above) and submitted our recommendations to the Senate Steering Committee.
- The SPRC initiated a conversation with the SBRC and Steering Committee over how the SPRC might better serve the university. We sought to reduce redundancy with SBRC activities, and to increase SPRC's involvement in the university's strategic planning and resource allocation processes. Ultimately, we decided that the SPRC committee charges are acceptable as written despite apparent overlap with the SBRC charges, because we agreed that it is impossible to discuss long-term university planning without some consideration of university resource allocations. We therefore focused our efforts on finding ways to improve coordination of the SPRC and SBRC's reviewing and planning activities. We also agreed to try increasing our involvement in the university planning process by inviting administrators to meetings to discuss specific issues related to long-term university planning.
- The committee implemented an idea to increase our involvement in the University's planning processes, by inviting university administrators to meetings to discuss their long-term plans. Our first guest was Paul Schroeder, the Vice President for Enrollment Management, whom we invited to the Fall 2017 joint SPRC & SBRC meeting to discuss how they plan to counteract declining enrollment. We had a productive meeting in which Paul and his team discussed their plans and answered committee questions. We ended the meeting with several action items: (1) committee members agreed to communicate concerns about enrollment to

our departments and colleges, including a recommendation to consider transfer credits when proposing program changes, (2) we recommended that the Steering Committee prioritize updating the university's articulation agreements, and (3) we recommended that the university initiate reviews of program curricula to ensure we are competitive with other universities.

- The committee recommended two edits to the "General Template for Proposing New Undergraduate Programs". First, we would like for proposals to include a memo from the college Dean confirming their support for the new program. Second, we suggested replacing "Faculty Vitae" with "Faculty Curriculum Vitae" to improve clarity.
- As in previous years, we held a joint SBRC/SPRC meeting in the Winter semester to discuss plans for the 2018-2019 Budget. The SBRC chair organized this meeting, to which both the Provost and Chief Financial Officer were invited. John Beaghan and James Lentini attended and answered questions about revenue projections for next year. Committee members expressed concerns about only receiving information about revenues, when expenditure plans are equally important. Both committees suggested that for future years, it would be beneficial for us to have earlier and increased involvement in the university budget process.
- SPRC's outgoing and incoming chairs attended an additional Budget meeting with CBO John Beaghan, one week prior to the Board of Trustees (BOT) meeting. At this meeting, we learned more about projected revenues and expenditures for next year. Committee leaders expressed appreciation for the opportunity to discuss the budget prior to the BOT meeting, but we asked if it might be possible next year to discuss plans for both revenues and expenditures earlier in the process and with more committee members present (i.e., at the SPRC/SPRC joint meeting).
- We agreed that the SBRC should continue scheduling at least one joint meeting per year to discuss the Budget, and for the SPRC to schedule at least one joint meeting per year with another administrator to discuss a specific issue related to university planning. We also agreed to try swapping semesters for next year's SPRC and SBRC-led joint meetings, to allow SBRC to get involved in the budget planning process earlier in the fiscal year. SBRC will therefore organize a joint committee meeting with the Chief Financial Officer in Fall 2018, and SPRC will organize a joint committee meeting in Winter 2019 focusing on a topic related to university planning.
- I recommended Dr. Lori Burrington to chair the SPRC for the next academic year.

Respectfully submitted,

Thomas R. Raffel

(outgoing) SPRC Chair