Senate Budget Committee Meeting
Annual Report for Academic Year 2011-2012

The following faculty served as members of the Budget Committee and actively participated in meetings and discussions:

Jane Clary - Economics and Finance
Julia Eichelberger (S) - English
Chad Galuska (S) - Psychology
Linda Jones (S) - Physics and Astronomy
Matthew Rutter – Biology
Kendra Stewart – Political Science
Paul Young (S) - Mathematics

The Budget Committee met six times during the 2011-2012 academic year. Associate Provost Beverly Diamond joined the committee for all meetings to represent Academic Affairs. The chair (Kendra Stewart) along with other committee members regularly attended the Provost’s Planning and Priorities Committee and the College’s Board of Trustees Finance Committee meetings. The Budget Committee utilized a Wiki to manage and share proposals that were under consideration. The Wiki was maintained by Heather Alexander, Faculty Secretariat with the Faculty Senate. The committee considered 65 proposals this year and allowed faculty from the various departments the opportunity to discuss these proposals when interested. All proposals are listed in the attached minutes from the meetings. In addition, the Budget Committee dealt with two other major issues this year. First, the cost of online summer education was examined in the November 2011 meeting (see November minutes) and the Committee’s charge as set forth in the bylaws was examined in November 2011 and January 2012. Committee members determined that as currently functioning, the Budget Committee was not carrying out all aspects of the charge and that this should be addressed. In order to do this, the committee has requested that Jim Posey, Associate Vice President for Institutional Research and Planning, and Sam Jones, Budget Director, regularly attend committee meetings and provide members with information on the budget, college processes and other planning issues. The committee chair will attend Board of Trustee finance meetings and provide updates to the committee after each meeting. And finally, discussions are in process between Faculty Senate representatives and President Benson and his staff regarding ways in which faculty in general and the Budget Committee in particular can be more involved in the College’s budgeting and planning process.

This report is respectfully submitted to the Faculty Senate by members of the 2010-2011 Budget Committee.

Budget Committee Agenda
Monday, October 25, 2011
Minutes
Faculty Senate Conference Room
In Attendance: Jane Clary, Beverly Diamond, Julia Eichelberger, Chad Galuska, Linda Jones, Matt Rutter, Kendra Stewart, Paul Young
Guest: Michael Phillips

I. Michael Phillips provided the committee with information on online learning

II. Proposals that were Reviewed
   a. Health and Human Performance: Proposal to Change a Course (ATEP 437L; ATEP 430L) and Proposal to Change Degree Requirements; Proposal to Change Degree Requirements (second document with new course numbers) – *approved unanimously by committee*
   b. Linguistics: Change Degree Requirements of Minor - *approved unanimously by committee*
   c. Psychology: New Course (PSYCH 497); Delete Course (PSYCH 399); Proposal to Change Degree Requirements; (PSYCH 404) - *approved unanimously by committee*

III. Board of Trustees Finance Meeting Reports were provided by Kendra Stewart and Linda Jones
Budget Committee Minutes
Monday, November 14, 2011
Minutes
Faculty Senate Conference Room
Randolph Hall 108

In attendance: Jane Clary, Beverly Diamond, Julia Eichelberger, Chad Galuska, Linda Jones, Matt Rutter, Kendra Stewart, Paul Young

I. The committee unanimously agreed to vote on this month’s proposals electronically in order to have more time to review them before deliberating*

II. Review of committee charge:
   a. Everyone agreed the committee name is appropriate
   b. The committee will recommend to Lynn Cherry that a task force examine the roles of academic planning and budget committees and determine whether or not they need to be merged or reorganized
   c. The committee agreed that we do not currently address all aspects of the charge of the committee as put forth in the faculty senate bylaws. In particular the committee does not “review College policies relating to long-range financial planning, budget preparation and the allocation of funds within budget categories, and to recommend policy changes.” Nor does the committee “review the annual College budget.” The committee agrees that these are important aspects of the charge, however time, expertise and access to information and input has limited the committee’s ability to do these things. Therefore the committee recommends that either 1) the language be struck from the charge or 2) the committee be restructured and empowered so it has the time to carry and out the charge and an outlet in which to provide input and feedback on behalf of the faculty in regards to budgeting and financial policies.
   d. The committee could be smaller and it is recommended that members serve 2 year terms on a rotating basis.

III. Online learning: The following observations were made about online learning
   a. Adjuncts with large courses are obviously the most financially feasible – so the committee recommends that this be watched over cautiously as the financial model is developed
   b. Only four online courses out of 24 lost money last summer and overall summer school online learning profited by $278,480
   c. For all summer school (including online) once the college has met the baseline amount made in 2011, money is shared by the College and departments in the following manner: 50% General fund; 10% Provost; 40% School.
   d. There is higher non-resident enrollment in summer online classes than in on-ground classes
e. Currently $300 per new faculty for a tutorial and $800 per faculty for voice thread are built into the cost for each online class
f. Revenue increased from summer 2010 to summer 2011 for online courses and there appears to be room for this increase to continue incrementally
g. The greatest cost concern appears to be the technology infrastructure and the need to increase this in order to increase our capacity to deliver more online courses
h. In sum – the budget committee agreed that summer online learning is likely to be a revenue generating endeavor, but that technology infrastructure and administrative support both need to be examined in order to continue to grow in this area.

IV. Differential tuition

a. Kendra briefed the committee on the potential issue of differential tuition for certain programs being discussed at a future meeting.

*On November 21, 2011 the Budget Committee met online and unanimously approved the following proposals:

Political Science Change of Minor

Political Science Change Program

International Studies Change of Program (Add French to options)

German Studies Change Minor

Russian Studies Change Minor

Arts Management Change Minor

Urban Studies New Course
Budget Committee Minutes
Monday, December 2, 2011
Minutes
Faculty Senate Conference Room
Randolph Hall 108

In attendance: Jane Clary, Beverly Diamond, Julia Eichelberger, Chad Galuska, Linda Jones, Matt Rutter, Kendra Stewart, Paul Young

I. After meeting with the Business school representative the Committee unanimously approved the New Major in Finance proposal

II. The committee agreed that a two hour meeting was necessary in January to discuss the structure of the committee and its charge. Kendra will set up the meeting and invite Sam Jones and Jim Posey to share their expertise on the role of the committee.
Summary of Budget Committee Discussion

January 18, 2012

Members Present: Jane Clary, Beverly Diamond, Julia Eichelberger, Chad Galuska, Linda Jones, Matt Rutter, Kendra Stewart, Paul Young

Guests: Sam Jones and Jim Posey

The Committee agreed to vote on the following proposals electronically*:

• Change of Program for Women’s and Gender Studies
• Change of Program for History
• Change of Program for Biology
• Change of Program for Psychology

Question being dealt with is the charge to budget committee?

Budget process –

• Revenue streams are evaluated
• Work with Institutional research to determine the sustainable revenue
• Start with the current recurring budget
• Look at tuition and fee structures, financial aid
• Pool of remaining resources is identified
  o Academic affairs, student affairs, IT, etc. bring their needs
  o Recently there has not been a call for wish lists

Board of trustees has been significantly more involved in the budget process in the last several years

A preliminary budget is presented in a few scenarios

The trustees convene a budget workshop

Draft from planning and priorities meeting will be sent to deans and EVP’s (will be reported to the faculty but the request for input will not go down to the departments this year).

Bev: The planning and priorities committee was meant to allow input from faculty. There are 6: speaker, past speaker, two from budget and two from academic planning committees. These faculty representatives need to play more of a communication and representation role. Perhaps not have the people sitting on this committee all from HSS.

Jim Posey: Budget committee could gather the priorities of faculty and make it clear on campus so that the faculty voice is heard on campus.
Three units (1) president, trustees and public, (2) middle management – EVP’s, provost, (3) faculty and students

Percent of budget that goes to academic affairs vs. student affairs?

Recommendation to Lynn Cherry about the name of the committee and the charge: perhaps meet with academic planning committee.

Our budget committee has a charge to work with the entire budget, not just academic affairs budget.

What are the trends in IT budget, etc. Jim will provide the data with which people can make decisions.

We should be data-informed, not data-driven.

1. Combine meeting of the APC and Budget committee  
2. Goal for next year – to have broader representation of schools on the academic planning and priorities committees.  
3. Keep the charge to be involved with the college budget and find a way to do that.  
4. Talk to the provost about our charge.  
5. Get training from Sam about the budget process  
6. Ask Sam, Jim (IR), and Bev to be ex officio at our meetings

Wednesday 11 to 12 – was decided as a good meeting time

*The budget committee voted unanimously to support all proposals
Faculty Senate Budget Committee

Wednesday, February 22, 2012

In Attendance: Jane Clary, Beverly Diamond, Chad Galuska, Linda Jones, Matt Rutter, Kendra Stewart, Paul Young

Guest: Lynne Ford

I. Bachelor of Professional Studies Proposal
   a. Lynne Ford gave an overview and committee discussed the budgetary aspects of the proposal
   b. Jane made motion to support the BPS proposal Matt seconded and all voted to approve
   c. Chad will discuss proposal on behalf of the budget committee at the Faculty meeting

II. PHIL/POLS proposal for change of program
   a. Committee discussed budgetary aspects of program
   b. Matt moved to support proposal and Linda seconded – voted unanimously to approve

III. Kendra updated committee on meetings with Academic Planning Committee
   a. Budget committee’s recommendations to merge with Academic planning will be postponed and reexamined in 1-2 years based on the development and implementation of the President’s Annual Action Plan
   b. Kendra will forward committee’s findings on online summer school to Academic Planning and Educational Technology committees for a report to the Senate

IV. All members will be invited to attend the next Board of Trustees finance committee meeting

V. Bev updated committee on Planning and Priorities meeting
   a. Budget requests have been solicited and will be discussed at the next Planning and Priorities meeting on March 7th
Budget Committee
Minutes
Friday, March 30, 2012

Due to the straightforward and low-budgetary impact of the proposals this month, Budget Committee unanimously decided to meet electronically. The committee unanimously passed each of the proposals listed below with minor concerns reported to faculty senate regarding the use of an unpaid adjunct to teach ENTR 451 Health Sciences Entrepreneurship.

Proposals Considered and Passed Unanimously:

Teacher Education

NEW PROGRAM: Foreign Language Education (EDFL)

English

CHANGE PROGRAM: Delete courses from requirements/electives (delete ENGL404 Independent Study from poetry and fiction options for

Management & Entrepreneurship

NEW COURSE: ENTR451 Health Sciences Entrepreneurship

CHANGE PROGRAM: Add ENTR451 Health Sciences Entrepreneurship to the ENTR concentration electives.

Film Studies

CHANGE MINOR: Delete COMM383 Media Criticism, COMM499 Writing a Screenplay, ARTH 340 Recent European Cinema, New Wave Cinema, or Film Noir/Neo-Noir; Add ARTH206 Studies in Modern, Contemporary, and Film Arts

French

CHANGE PROGRAM: Add FREN363 Advanced French Culture to list of reqs for literature and civilization survey courses. Add requirement of one French literature or civilization survey course and one Francophone literature or civilization survey course to the French major requirements.

CHANGE MINOR: Change requirements to FREN313, 314; ONE of FREN320, 326; ONE of FREN 321, 327, 363; One elective at the 300-level; one elective at the 400-level.

Health and Human Performance
CHANGE COURSE: Change PEHD440 to EXSC440 Biomechanics


NEW COURSE: HEAL499 Bachelor's Essay

**German & Slavic Studies**

NEW COURSE: LTRS120 Window into Russia

CHANGE MINOR: Add LTRS120 to minor

**Marketing and Supply Chain Mgmt**

NEW PROGRAM: BS in Marketing

**Psychology**

CHANGE COURSE: PSYC392 Scientific Foundations of Clinical Psychology (change prereqs)

CHANGE COURSE: PSYC344 Psychology of Substance Abuse (change prereqs)

CHANGE PROGRAM: Change requirements for new BS from PSYC250 to PSYC250 or PSYC211/220

**Economics and Finance**

CHANGE PROGRAM: Delete MGMT319 Creation of New Business Enterprise, Add ENTR320 Principles of Entrepreneurship

NEW MINOR: Real Estate Minor (expanding upon Real Estate Concentration for people outside major)

**Sociology/Anthropology**

CHANGE COURSE: ANTH494 Field Work (change credit range)
CHANGE COURSE: Range of SOCY courses (SOCY271-SOCY369), changing pre-requisites (add HONS167)

CHANGE PROGRAM: Add HONS167 to major, Delete FYSM163

CHANGE MINOR: Add HONS167 to minor, Delete FYSM163

**Archaeology**

NEW PROGRAM: BA in Archaeology (interdisciplinary cognate-major)

NEW COURSE: ARCH400 Archaeological Internship

CHANGE MINOR: Adding ARCH400 Archaeology Internship

DELETE COURSE: ANTH200 Archaeological Lab Methods

DELETE COURSE: ANTH381 Internship