

Minutes
Planning, Effectiveness and Budgeting Committee
March 4, 2010
11:00-12:00, BAY 220

Agenda

1. Review of ALCs
2. Continued conversation of Assessment Day
3. Continued conversation of Summer School

Minutes

Julie Jakway (via the Regional Vice Chancellor for Finance and Administration) purchased “PEBC Committee” copies of NACUBO’s: “College and University Budgeting.” This book is intended for use by faculty and administrators in providing an important grounding on the topic of budgeting.

In review of the topic of summer school, Julie Jakway working with the budget officer in Academic Affairs developed a formula for determining the “break even” point for a summer course offering. Taking into account salary, benefits and overhead (as outlays), and undergraduate and graduate tuition (as income) the deans were then armed with the ability to set course-specific enrollment thresholds that would produce revenue that covered/exceeded costs.

The PEBC determined that this sort of exercise needed to be reported in the form of a white paper or a policy or procedure that could be used again in the future.

JEG reported that he met with the GE Committee to discuss University Assessment Day. The GE Committee received working copies of the following assessment data: MAPP, NSSE and course-level GE assessment data. They also received the proposed agenda for the day and worked through the particulars of how to engage the faculty in this exercise. Their most important contribution was to be certain to get information out to faculty in advance of the meeting and ask them to bring to the meeting: “key changes made.” The GE Committee will sit with faculty to facilitate the conversation and the PEBC will provide note-taking support.

The ALCs are being finalized and will be distributed to colleges in advance of Assessment Day. A key point that was made by the PEBC about ALCs related to the use of the form to assist graduate programs. Whereas various graduate programs had used the ALC format to evaluate their programs, now that they had completed external reviews by accrediting bodies such as NCATE, DOE, AACSB and ACEJM—it seemed an empty exercise to ask them to update their ALCs. It was agreed that a summary page and sign-off sheet would be developed for these programs and other programs would be encouraged to use the ALC format to prepare them for their program reviews.