

CSUDH Assessment, Planning, and Resource Allocation

Principles and Assumptions

- Review and assessment of programs and determination of program priorities must guide resource allocation.
- The process must be open, including widespread consultation.
- The process must integrate program review and assessment with planning, budget development, and resource allocation.
- Decision-makers must adhere to a University rather than a divisional perspective in determining recommendations to the President.

Key Bodies in the Process

- **The University Planning Council (UPC)**, established upon the recommendation of the Mission, Goals, and Directions Committee in 1999, includes representatives from all campus segments. Its purpose is to advise the President concerning the University's progress in fulfilling its mission and achieving its goals. The UPC leads the campus in focusing on short- and long-term goals based on needs assessment, and assures that the process of strategic planning operates consistently and continuously throughout the campus. The UPC is responsible for the development of procedures for implementing the CSUDH assessment, planning, and resource allocation process. The UPC will be responsible for continuous evaluation and maintenance of the process and will make recommendations for modifications, as needed, to the President.
- **The University Budget Committee (UBC)**, created by this PM, includes representation from each division of the University. The President will appoint members of the UBC in its initial year of operation after appropriate consultation. In subsequent years, the President will appoint a faculty member as the Chair based on recommendations from the UPC, the Academic Senate Executive Committee and other appropriate groups. Normally the new chair will be either an understudy who continues as chair, or a continuing member from the previous year. Where this is not possible, the President, in consultation as described above, shall appoint a new chair. The Academic Senate Executive Committee, with consultation from the Provost or designee, will appoint two faculty members as they are needed. The Provost and the Vice Presidents of the other divisions will each appoint one member (other than themselves) to UBC. These appointees shall be identified from individuals who have had previous experience with budgets. The ASI Executive Committee shall appoint one student representative to UBC. Divisional budget/fiscal officers shall be appointed to UBC as non-voting *ex officio* members.

In order to provide continuity, UBC voting members will serve staggered terms of two years. If members are unable to complete their terms, the process to replace them will be repeated as described above. Members will be chosen, in part, on their ability to apply a University rather than a divisional perspective to their budget recommendations.

Staff support to the UBC shall be provided by Administration and Finance. No Division shall have more than two appointees, one voting and one non-voting Budget/Fiscal officer, serving on the UBC. Academic Senate faculty appointees shall not be considered to be appointees of the Division of Academic Affairs and shall be voting members of UBC.

The UBC will issue a call to university divisions for assessment, planning, and resource allocation reports. After receipt of these reports, the UBC will hear presentations from all divisions of the University. The UBC will make recommendations regarding existing programs that should be supported, existing programs that should not be supported, new programs that should be supported, and resource allocations. These recommendations are in response to proposals from division heads and Program Effectiveness Councils.

After its deliberations, the UBC will forward its recommendations to the UPC and to the President, who will consult with appropriate groups prior to announcement of the annual resource allocation plan.

- **Program Effectiveness Councils (PECS):** Each division of the University will form a council charged with the responsibility of reviewing all divisional programs. These reviews will evaluate assessments and data that may result in the modification of plans, goals, and strategies. The reviews also lead to recommendations concerning programs to be supported or to be reduced or discontinued, new programs to be initiated, priorities in program planning, and resource needs of the division and its programs. Each PEC shall have no more than seven members, one of whom shall be from a division other than the PEC's division; divisions other than Academic Affairs should choose this "external" person from the University's tenured/tenure-track faculty.