

Draft-minutes will be approved at December meeting

Strategic Planning and Budget Study Committee

Minutes of the Meeting of November 9, 2016

Bibb Graves Board Room

Call to Order

The Strategic Planning and Budget Study Committee was held in Bibb Graves Board room on November 9, 2016. The meeting convened at 3:30pm, Dr. Molly Vaughn presiding, and Bliss Adkison, secretary.

Members in attendance: Dr. Jeffrey Bibbee, Mr. Hugo Dante, Dr. Katie Kinney, Dr. Donna Lefort, Dr. Sandra Loew, Ms. Audrey Mitchell, Mr. David Shields, Dr. John Thornell; Dr. Ryan Zayac

Approval of Agenda and Minutes

Dr. Vaughn made a revision to the Agenda. Item “e” should reflect a resubmission, but with \$50,000 instead of \$105,000. Motion was made by Dr. Bibbee to approve the agenda with the noted edit for the November 9, 2016 meeting. **Motion carried.**

Motion was made by Dr. Zayac to approve the minutes with no revisions from the October 12, 2016 meeting. **Motion carried.**

Chair’s Report

A. Re-submit process

Dr. Vaughn reported that the resubmit process had received positive feedback.

B. Request submitted

Dr. Vaughn reported that requests are uploaded to Canvas as they are being submitted. Approximately twenty requests have been submitted thus far.

Old Business

A. Creation of Form for Faculty Line Proposals

Dr. Thornell reviewed the Faculty Line Proposals Form that was created by the Provost Office. There were no revisions or suggestions made to the form.

Dr. Thornell suggested the need to revise the time line for the Faculty Line Proposal Form. He suggested the form be submitted by the department chair to the dean by February 1 of each year instead of the December 1st deadline previously decided. The Dean would then submit the request to the SPBS committee by March 1 of each year. This would allow adequate time for review by the committee. ***Dr. Lefort made a motion to accept the new proposed timeline. Motion carried.***

B. Creation of Form for Staff Line Proposals

Dr. Vaughn reviewed the creation of the Staff Line Proposal form. It was mentioned that Dr. Kim Greenway offered to help create the form. **Dr. Vaughn will discuss the creation of the form with Dr. Kim Greenway before the next meeting.**

New Business: Funding Requests

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A. Academic Affairs-Educational Technology Services (\$8000)-UNA's Membership to national Council for State Authorization Reciprocity Agreements (NC-SARA)

Dr. Thornell explained the federal requirements of online programs to be authorized within each state in which they are offered. The State Authorization Reciprocity Agreement was formed in order for states to recognize agreements that are created in different states. Membership for this council is \$8000 per year. This membership is mandatory for online programs are to continue being offered.

Motion was made by Dr. Loew for the Academic Affairs-ETS SARA membership (\$8000) to be placed on the prioritized list. Motion carried.

B. Academic Affairs- Education Technology Services (\$25,000) - Budget to establish a centralized fund for Quality Matters

Dr. Thornell stated one of the goals of Education Technology Services is to train faculty trained in Quality Matters. Quality Matters is a certification and training program that is attained by faculty who would like to be nationally recognized for teaching online. The start-up costs for Quality Matters is \$1000. The annual membership and other expenses associated with the program total to approximately \$36,000 within the first year. While the amount being requested is not the complete amount needed, it is a starting point for the program.

Committee discussed altering the amount requested to the full funding amount of \$45,500 needed by the program.

Motion was made by Mr. Linder for the Academic Affairs -Education Technology Services budget of \$45,000 for Quality Matters to be added to the prioritized list. Motion carried.

C. Academic Affairs - Library (\$21,500)-Budget increase in support of an Institutional Repository

Dr. Thornell explained that the Institutional Repository is a member in the digital commons. The digital commons would maintain a digital archive of all research artifacts produced by the university. This service would be available to students and faculty. This archive would have the benefit of being an accessible source of research efforts for accreditation purposes.

Motion was made by Dr. Loew for Academic Affairs - Library Budget increase of \$21,500 in support of an Institutional Repository to be added to the prioritized list. Motion carried.

D. Academic Affairs- Associate VPAA- \$15,000

Dr. Thornell stated that a support budget has not been created for the Associate Vice President of Academic Affairs to date. This money is needed for operating expenses.

Motion was made by Dr. Lefort for Academic Affairs- Associate VPAA budget request of \$15,000 to be added to the prioritized list. Motion carried.

E. Academic Affairs-Faculty Development - \$50,000

Dr. Thornell stated that currently there is \$55,000 budgeted for faculty development. The original budget for faculty development prior to the most recent round of proration was \$105,000. The original amount would support faculty development across the entire campus.

Motion was made by Dr. David Shields for Academic Affairs-Faculty Development budget increase of \$50,000 to be added to the prioritized list. Motion carried.

F. Academic Affairs-Faculty Research-\$25,000

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Dr. Thornell stated that the Faculty Research Committee submits request for funding for certain research projects. However, there is no budget for Faculty Research Committee to fund request. Instead of having the committee be liquidated, the proposal is for the Faculty Research Committee to have funding for the requests that are proposed.

Motion was made by Dr. Zayac for the Academic Affairs-Faculty Research budget of \$25,000 to be added to the prioritized list. Motion carried.

G. Academic Affairs-Library Services-\$41,701-Library Materials budget

Dr. Thornell stated that all subscription services and periodical service costs increase annual. The budget for these items have remained flat. In the past, these expenses have been considered fixed costs. However, in the past several years these costs have been submitted to the SPBS committee as non-fixed costs. Due to non-funding, these costs have now created a budget crisis in the library area.

Ms. Mitchell stated that this request should be considered a fixed costs and requested that this discussion be revisited in order to have this item moved to fixed cost. Dr. Lefort stated that these materials are used to justify programs to the Alabama Commission on Higher Education and other accrediting programs to show that the university does have adequate resources. Dr. Bibbee suggested having Mr. Evan Thornton present to the committee a review of fixed costs. The committee could then make recommendations that certain line items be considered fixed costs.

Fixed costs will be added to the agenda for the next meeting. Mr. Evan Thornton will be invited to be a part of this discussion.

Motion was made by Dr. Shields for the Academic Affairs-Library Services-\$41,701-Library Materials budget to be added to the prioritized list. Motion carried.

Announcements

Next meeting will be December 14, 2016 at 3:30pm in the Bibb Graves Board Room.

Adjourn

Motion was made by Dr. Lefort to adjourn. Motion carried. Meeting was adjourned at 4:07pm.

Submitted by,
Bliss Adkison
Secretary (2016-2017)