



## **ACADEMIC PLANNING AND BUDGET COMMITTEE**

### **Minutes**

**September 15, 2025**

**1:00 PM – 2:00PM**

**Virtual – ZOOM**

#### **1. Attendance:**

Members: Kim Dunn (Chair), Stacie Rossow, Meredith Mountford, Zhijun Yin, Sharon Darling, Christopher Beetle, Jayson Iroff

#### **2. Call to order at 1:01 PM by Chair, Dr. Kim Dunn**

#### **3. Welcome and Introductions**

- Dr. Dunn welcomed members and facilitated introductions.
- Each member provided a brief introduction, including department affiliation and prior committee experience.

#### **4. Review of Last Year's Work**

- Summary of accomplishments from the previous year included:
  - Multi-year calendars, including Senate and Steering dates.
  - Discussion and definition of APB's responsibilities and scope.
  - Translation of committee work into proposed bylaw changes.
  - Convening an Open Forum with the CFO on the proposed budget model, SPOTs discussion, and portal timelines.

#### **5. Discussion for Current Academic Year**

- Proposed areas of focus:
  - Investigation of SPOTs and other budget-related items.
  - Clarification of APB scope.
  - Academic calendar review, including Senate and Steering dates.
  - Alignment with strategic plan and student success initiatives.

- The next review/update meeting for the new budget model with CFO Jayson Iroff was scheduled for November 10, 2–3 PM, initially for committee members with a university-wide session planned in the spring.

## **6. Review and Clarification of Bylaw Language**

- Members discussed phrasing for the committee’s responsibilities:
  - Proposed streamlined language: “Reviewing the academic impact of proposed changes to university budgets, ensuring alignment with university budget policies.”
- Members confirmed the language reflects the committee’s responsibility to review program-level impacts (departmental/college programs) without granting authority to alter policies.
- Committee agreed to move this updated language forward to the Steering Committee for consideration in the bylaw changes. Steering may accept, amend, or send back to the Policies & Procedures Committee; final consideration will be addressed when bylaws move forward to the Senate.

## **7. Curriculum Routing and Committee Workflow**

- Committee reviewed how new academic programs and proposals that may have budgetary implications should be routed. Key points:
  - For brand-new programs or proposals requiring budget/resource commitments, submissions should go to the Academic Planning & Budget (APB) Committee concurrently with other relevant curriculum committees.
  - If proposals require collaboration with another college or department, APB should be informed to evaluate potential budgetary impacts across colleges.
  - Proposed guiding questions for routing:
    - Is this a new academic program? If yes → APB review.
    - Does the proposal require physical resources outside the hosting college? If yes → APB review.
    - Has the Senate referred the matter to APB? If yes → APB review.
  - Proposers should be advised of the routing requirements. If there is doubt, proposals should be sent to APB to determine necessity.
  - The committee emphasized the importance of ensuring alignment without delaying the process unnecessarily.
- Implementation Plan:
  - The finalized guidance will be brought to the Steering Committee and then to the Senate.
  - The Provost’s office will distribute guidance to colleges to clarify when proposals should be sent to APB.
  - If colleges fail to send proposals correctly, Steering will act as a catch mechanism to ensure APB review occurs before Senate action.

## **8. SPOTs (Student Perception of Teaching) Review**

- Committee discussed scope of review for SPOTs, including:
  - Response rate: Ways to increase student participation.
  - Timing/window: Optimal period for SPOT administration.
  - Content/questions: Evaluation of slide questions and SPOT content.
  - Validity: Ensuring quantitative validity and meaningful results.
- Chair proposed scheduling a meeting to define the full scope of work for SPOT review, including potential interventions to improve response rate and validity.
  - Committee to review other activities for the year and develop a calendar to implement SPOT improvements.
  - Initial SPOT work proposed for October, to allow sufficient time for analysis and recommendations before year-end.
  - Gather concrete information and potential solutions to make informed recommendations for improvements to SPOT administration, participation, and reporting.

## **9. Academic Calendar Planning**

- Schedule October 13th or November 10th for a meeting with Registrar's Office to review proposed dates.

## **10. Meeting adjourned at 1:55 PM.**