

**COMMITTEE ON PLANNING AND BUDGET  
MINUTES  
May 4, 2017**

**Present:** Kimberly Lau (*ex officio*), Ólöf Einarsdóttir (*ex officio*), Elizabeth Abrams, Adrian Brasoveanu, Cormac Flanagan, Lindsay Hinck, Tracy Larrabee, Lourdes Martínez-Echazábal, Carl Walsh, Graeme Baird (Graduate Rep), Allyson Guo (Undergrad Rep), (Senate Director), Esthela Bañuelos (Senate Analyst)

**Absent:** Abel Rodriguez (Chair), Rick Prelinger, Tias Webster (Undergrad Rep), Matthew Mednick

**Member's Items**

Senate Chair Einarsdóttir provided an update on the CAB/Senate Executive Committee (SEC) meeting of May 2. She provided a broad summary of topics of discussion, which included an update on admissions outcomes, background on public private partnerships (P3) and the Long Range Development Plan, and discussion on writing and core.

**Proposal to Establish M.S. in Human Computer Interaction (PDST)**

CPB reviewed a proposal to establish an M.S. degree in Human Computer Interaction (HCI) proposed by the Computational Media department. The program is proposed as a Professional Degree with Supplemental Tuition (PDST) program. CPB provides its response to Graduate Council.

The committee noted that this is one of three PDST programs the Computational Media (CM) department is proposing for the Silicon Valley campus. Members also noted that in contrast to the other CM proposals reviewed recently by CPB, the HCI proposal appears to be at an earlier stage in the process of design. The committee raised issues for further consideration and revision, including in the following areas: proposed length of the program, staff investments, and collaboration with faculty in other departments that share HCI expertise. The committee also raised issues that were similarly raised with review of the Games and Playable Media (GPM) M.S. and Serious Games (SG) proposals, including about the adequacy of the curriculum plan, service expectations and sustainability; FTE capacity issues; space commitments; and minor issues with how financial figures are reported. The committee noted that while it is generally supportive of professionally oriented programs in Silicon Valley, it might be appropriate to delay moving forward with HCI while the progress of GPM and SG (which are further along in their revisions) is assessed. The committee also recommended areas for monitoring at the three-year initial review, when the program is launched, including the ability of the program to attract a strong pool of applicants and secure the level of enrollment necessary for its financial viability, ability of graduates to secure jobs that provide adequate financial returns on their investment, ability of students to secure appropriate internships, and faculty workload (including the ability of the faculty recruited into the program to participate in main campus activities beyond the HCI program). The committee also commented on the need for a strategic academic plan for the Silicon Valley campus.

**Mid-Cycle Reports**

The committee reviewed the mid-cycle reports for Literature, Theater Arts, History of Consciousness, and the Writing Program. The committee concurred with the VPAA's recommendation of a six-year review cycle for Theater Arts, History of Consciousness, and the Writing Program, and the recommendation of an eight-year review cycle for Literature. Member Abrams was recused from the discussion of the Writing Program and member Lau was recused from the discussion of the Literature department cycle.

**Core and Writing Proposals**

With member Abrams recused, the committee continued review of the proposals from the Council of Provosts for revision of the Core curriculum and from the Writing Program for revision of the Entry Level

Writing Requirement, composition general education requirement, and multilingual curriculum. Detailed information about the budget envelope was not received.

**FTE Post Mortem Planning**

Following last week's discussion in consultation with iCP/EVC Lee, the committee discussed key issues for a "post-mortem" on the faculty FTE process this year.

**Planning: May 11 Meeting**

The committee briefly discussed planned items for the next meeting.