

**CLAS Finance Committee Minutes**

**Tuesday, November 17, 2020**

**11:45am – 12:35 pm**

**Zoom Meeting**

**<https://ufl.zoom.us/j/98002280157?pwd=RWp5TjlheXN1YXpQVjhHS1R5ZEhDUT09>**

**Present:**

**Committee Chair Eric Potsdam, Shifra Armon Catherine Tucker, Tarek Saab, Chirstine Overdevest, Jon Martin, John Palmer, Student Representative Fahad Qasi, Associate Dean Chris McCarty, CLAS Budget and Finance Director Uma Sethuram**

1. Approval of minutes from October 16, 2020 meeting

available at <https://gov.clas.ufl.edu/files/Minutes-10-16-20.pdf>

Passed by voice vote.

2. Preparation for reviewing OPS Departmental Budget Request Forms

Once Departmental Budget Request Spreadsheets are available for the Finance Committee (FC) to review, two scenarios may be foreseen:

**1. *There will be enough CLAS funding to support all departmental requests for the next year.***

If this is the case, FC might also assume the task of reviewing OPS Budget Requests to identify various departments' innovative strategies for utilizing their OPS funds.

Other considerations in analyzing Departmental OPS Budget data

**a) Workloads**

The number of students for which each TAs or RAs is responsible may vary widely across the College.

Assoc. Dean McCarty noted that the Budget Request Form provides Departments with a field for specifying the type of duties of each group of OPS Personnel

FC seeks to learn whether the College has established norms for regulating the number of students assigned to different TAs and RAs, e.g.: grader, scantron grader, essay grader, discussion leader, or other functions Recalibrations may be necessary.

**b) College goals**

According to Assoc. Dean McCarty, CLAS expects departments to move closer to the goal of utilizing OPS funds to support the *undergraduate* teaching mission. Therefore, graduate RAs that do not support undergraduate teaching may be deprioritized.

**2. *There will not be sufficient funding to support all requests for the next year.***

Assoc. Dean McCarty anticipates this outcome. He notes that there is widespread interest among faculty to participate in the process of OPS reallocation.

## **Discussion of OPS budget decisions guidelines**

This is an open process: All departments will have access to all other departments' budget requests.

Considerations for reviewing Department Budget Requests include

- a) Teaching load
- b) Undergraduate mission
- c) Graduate programs
  - For Assoc. Dean McCarty, maintaining viable graduate populations in individual departments via OPS should be a secondary consideration.
  - Assoc. Dean McCarty advises against over-admitting graduate students this year in case additional budget returns are required.
  - Time-to-degree of each department is a potential consideration. COVID limitations on travel may extend time-to-degree.
  - The budget will determine the number of graduate students that each department can support. In general 15 students is considered sufficient to justify a graduate program, but there is no official policy.
- d) Some departments relied heavily on Distance Learning (DL) fees to fund TA fees and stipends. These funds will no longer be available after Spring 2021. Such departments may require additional OPS to cover their DL courses.
  - The new DL fee policy creates a deficit of 2.8-3 million dollars.

### 3. Other business

Next FC meeting will be held Dec. 10, 2020.

Some OPS Budget Request Forms will be ready to review.

A sample will be made available in advance for practice purposes

Meeting adjourned at 12:35

Respectfully submitted by Shifra Armon,

Finance Committee Secretary