

**OVERVIEW OF DIVISIONAL
LONG-TERM PLANS**

**Including Proposed New Programs,
Programs Proposed for Silicon Valley Center
and/or
An Expanded State-supported Summer Quarter**

Division: _____

Contents:

Executive Summary and Highlights of Divisional Plan --- Due **March 15, 2001**

Comprehensive Divisional Plan (including proposed new or expanded programs/initiative(s)) --- Due **December 3, 2001**

Including:

- General Description
- Justification
- Funding Requirements
- Space Requirements
- Technology Requirements
- Enrollment or Workload Expectations
- Time-Frame
- Estimated Benefits and/or Impacts on Other Units
- Evaluation

Date Submitted: _____

General Instructions For Summarizing The Long-Term Divisional Plan

Divisional plans should provide a comprehensive articulation of the departmental and programmatic profile of the division in 2010-11 based on the planning assumptions and allocation ranges provided in the accompanying budget. Elements of these plans should include both division specific and cross-divisional goals as well as goals that address general campus needs. Divisions are urged to think creatively and strategically as they conceptualize the scope, funding, and objectives of their plans.

Divisional plans should be consistent with the resource planning and allocation principles and criteria provided below. These are consistent with those articulated during the past budget cycle and will be used by the campus to evaluate the divisional plans and ultimately to guide resource allocation priorities. Of particular interest will be: (1) the strategic importance and significance of any proposed new programs or new initiatives, or changes in existing programs; (2) the resources the unit or division is providing from its base in support of the plan, and how these are complemented with new resources; and (3) the criteria and accountability expectations for evaluating its success. It is not expected that the plans will necessarily be responsive to every principle identified.

1. Academic Plans will be formulated and reviewed based on goals of:
 - a) Strengthening research and scholarly accomplishment and distinction;
 - b) Markedly increasing graduate programs and enrollments;
 - c) Developing interdisciplinary programs at all academic levels;
 - d) Markedly increasing external support, from grant/contract as well as private fundraising;
 - e) Creativity in combining present resources with new resources;
 - f) Innovative programming in non-traditional areas, including the Silicon Valley Center, state-funded summer session, and other off-campus enterprises (e.g., distance learning, EAP, UCDC, others);
 - g) Enhancing faculty, staff and student diversity; and
 - h) Proposing accountability measures

2. Academic Support Plans will be formulated and reviewed based on goals of:
 - a) Enhancing overall institutional excellence;
 - b) Providing the administrative and physical infrastructure needed to achieve the academic goals;
 - c) Accommodating campus growth, for expanded academic as well as academic support enterprises;
 - d) Increasing efficiency and effectiveness in campus activities;
 - e) Creativity in combining present resources with new resources;
 - f) Innovative academic support programming in non-traditional areas, including the Silicon Valley Center, state-funded summer session, and other off-campus enterprises (e.g., distance learning, EAP, UCDC, others);
 - g) Enhancing campus diversity; and
 - h) Proposing accountability measures

Executive Summary

(Please limit to no more than 10 pages)

Due March 15, 2001

The Executive Summary should provide for campus review an overall divisional summary statement on its anticipated programs. It will be reviewed during Spring 2001, to provide the unit feedback on the preparation of a detailed long-range plan. Please provide the following specific details:

- (1) An integrative narrative of the division's activities at the 2005-06 and the 2010-11 timeframes, including new or increased, unchanged, or reduced programs/activities. The narrative should also highlight in the same way interdivisional programs as well as divisional participation in summer and off-campus programs/activities.
- (2) A summary statement of the significance to the division and the campus for each new or significantly changed program/activity.
- (3) A general overview of your unit's funding strategies, stating how within the unit proposed new and present divisional resources will likely be deployed over the next 5 and the next 10 years—this should summarize areas planned for expansion and contraction or internal reallocation. Indicate also, by type, the anticipated sources of income from grants/contracts, private, or other sources.
- (4) A statement of the general planning principles and goals that will be met by the plan.
- (5) The accountability measures proposed for evaluating the plan.

Comprehensive Divisional Plan

Due December 3, 2001

- A. **Overall Divisional Plan:** Provide a description of the profile of the division in 2005-06 and 2010-11. This is the major narrative statement of the division's vision of its future programs/activities. It should list the departments and programs that will be contained within the division, as well as any interdisciplinary activities to which the division will contribute. This narrative should describe continuing present programs as well as new or expanded programs.
- B. **Detail of Programs/Activities:** Provide in the table below, from a divisional level, each significant program/activity and the budget of the program/activity. This should indicate what the division foresees as the allocation of its overall budget to its programs/activities, and the allocation within each program/activity among personnel and support.

Table 1

	Existing Base	Proposed Changes		
		Year 1	2005-06	2010-11
Primary Program/Activity Cost Components:		<u>One-time</u> Ongoing	<u>One-time</u> <u>Ongoing</u>	<u>One-time</u> <u>Ongoing</u>
Faculty (FTE & salary)				
Staff (FTE & salary)				
Teaching Assistants				
Nonsalary Costs				
Total Estimated Cost				

C. **Budget sources:** From a divisional perspective, indicate the sources anticipated to fund the budget in 2005-06 and 2010-11. This should indicate from a divisional, not a program/activity, level the major sources of funding that are anticipated to support the divisional plan. Major sources are dimensioned as: present budget, including reallocated resources (e.g. vacated positions); new growth-related funding; other new funding from self-supporting activities, grant/contract support, private support, or other; and support from other campus units.

Table 2

Proposed Divisional Funding Sources:	2005-06	2010-11
*Existing Divisional Resources		
*New Divisional Resources- 1) Enrollment Growth 2) Other source		
*Support from other Campus units		
Total Funding		

D. **Space Requirements:** If the division requires the addition of new faculty or staff positions or new programmatic space [e.g., a center], describe whether this can be accommodated within current or planned space allocations. Identify one-time and/or ongoing costs related to changes in space assignments, moves, etc.

E. **Technology Requirements:** From a divisional perspective, are there special IT requirements? Can these requirements be met with existing IT support, equipment, staff, and infrastructure? Identify any special requirements, and the anticipated cost.

F. **Divisional Enrollment or Other Workload Expectations:** Identify the estimated enrollments, both graduate and undergraduate, as well as type of program—traditional F, W, S, or Summer, or off-campus—serving each.

Table 3

	2000-01		2005-06		2010-11	
	Undergrad	Graduate	Undergrad	Graduate	Undergrad	Graduate
F, W, S						
Summer						
Off Campus						

- G. **Timing of Programs:** When does implementation of new or altered program begin and end? For complex projects, identify critical milestones and describe how funding will be phased.
- H. **Estimated Benefits and/or Impact on Other Campus Units:** How are the division's programs/activities expected to benefit other units? Will it generate new workload or will additional costs be generated in other units, beyond those costs identified in section B? Identify other areas within or outside the division with anticipated benefits or impacts. Will it generate new revenue for the campus or a particular area of the campus?
- I. **Evaluation and Accountability:** What are the criteria for evaluating the success of the division's plan, and when should this evaluation occur?