

# Recommendations for Changes to Strategic Proposal Process

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## Expedite and Differentiate Decision Making

Academic Senate given authority to make recommendations on academic strategic proposals.

Administrative Leadership Group given authority to make recommendations on all other strategic proposals.

Proposals whose outputs have ultimate authority with VP of Academic Affairs or VP Student Services will be deemed academic, while proposals whose outputs will have authority with VP Business and Finance or AVP Human Resources will be deemed non-academic

## Fairly split budget between academic and non-academic areas

The budget split will be calculated using a % split based on submitted proposals.

Since, the majority of action will likely take place on the academic side it is recommended that the absolute minimum split is 75% academic and 25% non-academic.

## Including Funding from Other Sources

Historically, SPC has looked to maximize strategic proposal funding, while only a small allocation is made from general funds there has traditionally been efforts to seek funding from other sources such as VTEA, Student Equity funding of Student Success and Support Programs funding. This effort has usually taken place at the end of the proposal process, resulting in recommendations from SGC that cannot take into account the full amount that potentially could be funded.

It is recommended that Fiscal Committee takes a first look at all proposals and notes potential sources of funding for each individual proposal. This decision would not in any way look at the quality or value the proposal brings but solely if other sources of funding could be used.

## Encourage Financial Responsibility

Although demand often exceeds availability, without any incentive to 'save' money there is a likely situation where the entire amount is allocated even if it is not entirely appropriate at that time. To encourage the concept of 'saving' these funds it is recommended that unallocated funds be rolled over.

## Strengthen Process for Institutionalization

Currently the decision to institutionalize rests with Executive Management Team based on a decision from Shared Governance Committee. Proposals may apply for institutionalization if they have been successfully funded three years in a row. There has been severe disruption to this process simply because of the time constraints as SGC is tied up with evaluating current proposals.

It is recommended that in future years the decision to make a program institutionalized depends upon

- The program running for at least 3 years
- The program has submitted at least one successful Strategic Proposal
- SGC write 5 key questions for each program
- The program makes presentation made to SGC
- SGC vote of yes/no
- SGC ranking on priority of 'yes' programs
- Fiscal Committee making funding recommendation
- EMT making final decision

## Process

- Budget allocation is confirmed in January of fiscal year preceding allocation year
- Submissions are requested from any campus member using standard form
- Submissions returned to Office of Research and Planning by mid-February
- Submissions sent to Fiscal Committee for determination of funding sources in late February
- Academic Submissions sent to Academic Senate in early March
- Non-academic submissions sent to Administrative Leadership Group in early March
- Final ranked decisions sent to EMT in mid-April
- Final decisions made by EMT in mid may
- Final decisions communicated to campus
- Accounting codes set up in Banner by June

- Accounting codes sent to proposal authors

## Summary of Decision Points

Input	Decision Making Body	Output
	Fiscal Committee	Recommendation on funding for forthcoming fiscal year
<b>Recommendation on funding</b>	Executive management Team	Confirmation of general funds available for forthcoming fiscal year
<b>All received proposals</b>	IRP	General fund allocation split
<b>All received proposals</b>	Fiscal Committee	Recommended source of funding for individual proposals
<b>Academic proposals</b>	Academic Senate	Recommended proposals to be funded
<b>Non-academic proposals</b>	Administrative Leadership Group	Recommended proposals to be funded
<b>All proposal recommendations</b>	Executive Management team	Final allocations

## Open Questions for CGC Consideration

- How much time can be allocated to review and recommendation
- Are recommendations based solely on form information?
- Is the rubric still relevant and useful?
- How do we ensure recommendations remain within budget
- Who is responsible for financial monitoring and control of implementation
- Who is responsible for evaluation of proposal outcomes
- Who is responsible for deciding on institutionalization