

Minutes of FAP Meeting #23 AY2017-18
9 April 2018, 11 a.m. – 12 noon
Finance and Operations Conference Room, Boynton Hall

In attendance: Tanja Dominko (Chair), Nancy Burnham (Secretary), Fabienne Miller, AVP
Kristopher Sullivan, CFO Jeffrey Solomon

Absent: Tahar El-Korchi

1. The day's agenda was approved.
2. The minutes of meeting #22 were approved after a minor revision.
3. FAP discussed possible agenda items for the next academic year, for example:
 - a. FAP appointments to faculty governance committees (RPC, FBC)
 - b. Roles and impact of aspects of our academic structure. Are OUR processes consistent with structure leading toward a high-performance institution?
 - c. Plan for faculty growth
 - d. Institutions for benchmarking studies – which ones do we use for what purposes? We use a short list of 12, and a longer list of 20 for salary comparisons. FAP will invite Allison Donta-Venman, institutional researcher, to a future meeting.
 - e. Faculty salary merit increases, tenure and promotion adjustments, and market adjustments -- should WPI's budget include pools for these items?
 - f. Operating and capital budget reports to the Board of Trustees: To better understand any underlying drivers of Administrative/Instructional spending ratio, FAP should look at operating budget results for the last few years. In particular, it would be helpful if FAP had a breakdown for three of the operating budget expense categories: i. compensation and benefits, ii. cost share and research incentives, and iii. other, e.g. travel.
4. Items for future discussion are:
 - g. NTT faculty salary analysis
 - h. Understanding Corporate and Professional Education revenues and expenses. CPE contributes to WPI's overall graduate education with outreach and recruitment of student cohorts that otherwise would not contribute to our graduate credit revenues. Understanding CPE's role is critical to the overall picture of our graduate programming.
 - i. Report on allocation of resources to support teaching and research by gender.
 - j. Understand impact of enterprise transformation program. Help with change management.
5. The meeting was adjourned.

Respectfully submitted,

Nancy A Burnham
FAP Secretary 2017-18