

PROGRESS REPORT AND PLAN OF ACTIONS

Budget and Finance Committee (BFC)

The Faculty Senate

The University of Memphis

January 26, 2021

A: Progress Report

1. After November 17, 2020 Faculty Senate meeting, Leaders of the working group had a meeting with all academic Deans on November 18, 2020. We presented to the Deans our plan of action in conducting the educational and financial sustainability review of all units using LMCIS. They asked questions about timing, nature and scope of the review process and raised concerns regarding the lack of guidelines, excessive number of KPIs, high expectations and timing of the review process in the early Spring of 2021.
2. On November 19, 2020 Rezaee had a Zoom meeting with James Orr and Provost Nenon to discuss issues and concerns raised by Deans and decided to focus on the most relevant KPIs for education and financial sustainability goals.
3. Zabi worked with leaders of both educational and financial sustainability teams in developing material, manageable and relevant KPIs appropriate for LMCIS process and align the review with the SRI model.
4. On December 18, 2020 Zabi discussed material and SRI-driven KPIs with James Orr and the Provost. In this meeting the decision was made to conduct the LMCIS review process in three phases in Spring, Summer and Fall 2021 and onward as sustainability is a process (journey) and the purpose is to maintain the sustainability of the University of Memphis during and in the aftermath of the COVID-19 pandemic.
5. December 21, 2020, Zabi, Jeff, James and Provost met and discussed material and SRI-driven KPIs with the OIR to identify material KPIs that are measurable and relevant to LMCIS. These material, SRI-driven and accessible through OIR, prepared and placed into a “LMCIS Dashboard”.
6. On January 25, 2021, Zabi, Jeff and Bridgett and Laura (OIR) met to discuss and finalize LMCIS Dashboard prepared by the OIR.

B: Plan of Actions

1. The LMCIS Dashboard consisting of material educational and financial sustainability KPIs, the benchmarks for these KPIs and their performance analyses will be developed by the working group of the Budget and Finance Committee (WGBFC) in the next month.
2. At the February 23, 2021 Faculty Senate Meeting, Faculty Senators will be directed to the “LMCIS Dashboard” and asked to caucus with the faculty in their units/department on perceived strengths, weaknesses, and inefficiencies using the material, measurable and SRI-driven KPIs in the context of their college. We need to emphasize that faculty should focus on the reality of best uses of existing funds and resources as opposed to simple, continuing increases in funds and resources. A presentation and an illustration will be presented to senators in demonstrating how to use materials in the LMCIS dashboard.
3. The insights, reactions or responses will be collected by the Senator and submitted to the WGBFC by March 12, 2021.
4. The WGBFC will compile inputs from Senators and prepare a comprehensive plan of actions to implement phase I of the LMCIS review process. The Phase I process will be presented to the Senate at the February 23, 2021 meeting and comments and suggestions will be solicited.
5. The preliminary results of the Phase I review will be discussed with the dean of colleges and the final report of Phase I review will be presented to the Faculty Senate on the March 23, 2021 Meeting of the Faculty Senate.
6. The WGBFC will present the final review report first to the BFC and then to the Faculty Senate for review and comments (electronically) in early April 2021 and the final report for approval at the April 27, 2021 meeting of the Faculty Senate.
7. The approved LMCIS review report with recommendations will be submitted to the Provost for further consideration and action in April 2021.
8. The WGBFC will meet with Deans individually to review KPIs and faculty responses. Deans will be able to review and provide feedback in the second phase of the LMCIS review in the summer of 2021.
9. Based on KPIs, faculty responses, and dean responses, the WGBFC will prepare draft Phase II final reports in summer 2021 and continue phase III in fall of 2021.