

Provost's Planning and Budget Development Guidelines
Division of Academic and Student Affairs

In President Muñoz memo dated October 16, 2018, he noted the current unit-based planning model will continue for FY2020. The Revised 2015-2020 Strategic Plan will continue to guide the annual planning and budgeting, especially in regards to increasing retention and graduation rates and meeting enrollment targets.

Planning Assumptions and Priorities for FY20 Plan/Budget

As President Munoz indicates in his memo, it is difficult to predict the level of appropriation that UHD will receive from the upcoming legislative session. The UH System Board of Regents did increase UHD's tuition and fees for FY2020 by 4.5%. At current enrollment levels, this will yield an additional 3.2M for the FY2020 budget. Of course if the enrollment increases in the spring of 2019 especially if the semester credit hours increase both the tuition and fee revenue and the state appropriated revenue will also increase.

In the last few years, UHD has generated significant momentum towards achieving its strategic goals in student success with retention and graduation metrics reaching historic highs. In developing the FY2020 plan/budget UHD must build on its momentum by creating initiatives that further enhance the university's mission of serving Houston's first generation students. Priority will be given to funding innovations and improvements that will enable UHD to reach its 2020 targets in enrollment, retention and graduation. Finally, the plan/budget development must recognize the fact that it is the faculty and staff that are responsible for UHD's growth and achievement.

In addition to new funding, colleges/units should examine existing resources to fund new projects in FY2020 through:

- Reallocation: Redirecting funds from previously-funded initiatives to new ones that will more effectively achieve the college/unit goals.
- Operating Efficiencies: Savings resulting from more efficient scheduling, reducing expenses, and other means of cutting costs while maintaining effectiveness.
- Fund Equity: Existing fund balances may be used for one-time items.

Components of the Planning Narrative

- College/Unit Strategic Plan and Progress Card Evaluation
The first section of your FY2020 narrative will be an evaluation of your college/unit strategic plan and progress cards. Since assessment of past performance is critical to informed planning, your performance evaluation should provide the context for the new initiatives you propose.

This section of your plan will be a description of the recent accomplishments (such as faculty and staff hiring, new degrees, new co-curriculum programs, course innovations, improvements and learning outcomes, research/scholarship achievements, business process improvements, etc.) of your college/unit.

- Overview of College FY2020 Plan and Budget
Provide an overview of the FY2020 plan, highlighting and summarizing major initiatives in the college/unit and how those will improve key indicators such as enrollment, retention and graduation rates, number of degrees awarded, competitive awards, and philanthropic gifts.

Complete tables identifying goals, summarizing initiatives by providing context, funding sources, prioritizing by goal and across all initiatives.

Submission and Review of Plans

- January 14: Department chairs submit draft plans to dean
- February 4: Dean sends preliminary draft of college plan to faculty for their review and to the Provost
- Week of Feb 18: College-wide meeting to discuss plan and receive faculty feedback
- February 25: Units submit plan to Provost