

Academic Unit/Campus Name: College of Built Environments

Please complete this Word document and the accompanying Excel workbook (both of which were provided to your unit via email), and submit them to the Office of Planning & Budgeting (OPB) on or before **Thursday, February 1, 2018**.

Please email your materials to [Jason Campbell](#).

Please note that the responses you provide in this Word document **will** be posted to the OPB website.

1. What is the academic vitality of your school, college or campus?

Please provide both quantitative and qualitative information, leveraging published materials and [previous submissions](#) where possible. In your response to this question, you may wish to include responses to some or all of the following prompts. Please note that these are suggestions, not requirements.

- What are the top 3-5 **strategic goals** of your unit? Could any of these goals increase expenditures or decrease revenue for other units?
- What are your unit's **faculty** hiring trends from the last 2-3 years and faculty hiring expectations for the next 2-3 years? (you may provide information by department, if relevant)
- What are your unit's **student**-related initiatives, trends, or goals? (E.g. Curriculum innovation, student engagement in the Husky Experience, trends in your student credit hour production)
- What has your college done in relation to key **university initiatives**? (E.g. [Population Health](#), [Race and Equity Initiative](#), [Husky Experience](#), [Transforming Administration Program](#))

Please respond in 500 words or fewer and please use bullets, rather than dense prose.

The College of Built Environments has 57.4 full-time faculty members, 35.1 staff, and 881 enrolled students. About 55% of the enrolled students are graduate students, and 45% are undergraduate students. The College brings together five interconnected disciplines to act as one consortium of experts committed to creative and innovative problem solving. It achieves its success through teaching and research collaborations, knowledge sharing, and undertaking community-based projects.

- The College has strong accredited professional education programs (three graduate and two undergraduate) that educate the next generation of built environment professionals.
- Each of the five departments is supported by an engaged professional advisory body that provides professional perspectives on student education and financial support for educational initiatives.
- The disciplines represented in the College enable collaborative interdisciplinary interactions among faculty, students, and professionals that breed innovative solutions to real problems.

The academic vitality of the College is strong. While philanthropy is needed to provide additional graduate student fellowships, there is high demand for admission to College majors and excellent employment opportunities for its graduates.

- The College offers curriculum diversity that provides inclusion of a wide range of courses and topics covered in different scales.
- As a professional school, the College has little attrition among its enrolled students, and most students have internship opportunities while enrolled.

- The College contains an engaged faculty with diverse research interests that address issues affecting built environments in depth and breadth.
- Unless there is significant student enrollment growth, there will be little growth in the size of the faculty within the College. Future faculty hiring will be limited to replacing retiring faculty members.
- Additional resources will be needed to support enhanced use of technology in our educational programs. Technology is rapidly changing professional practice, and the College needs to remain abreast of these technology innovations.

Major goals for the College are:

- Increase study abroad opportunities for students
- Increase interdisciplinary course offerings within the College
- Increase collaborative experiences for students, whether they be formal courses, student competitions, or community service projects
- Increase studio capacity to enable enrollment increases in design disciplines
- Increase research productivity of faculty members and strengthen both Ph. D. programs
- Launch the Institute for Built Environment Innovation to enable the College in partnership with campus and external stakeholders to critically investigate and creatively identify processes and strategies that contribute to more resilient, healthy, and equitable environments

The College has an active Equity Council that hosts two focus gatherings per month to examine diversity and equity in the built environment. Topics addressed in the past year included zoning policies, gentrification, disability considerations in design, and regional planning. The College sponsors a lecture each year focused on exploring diversity and equity in planning and developing built environments.

2. What is the fiscal vitality of your school, college or campus?

To answer this question, please complete the following tabs in the Annual Review Excel workbook:

- On the **purple tabs, i.e. the “Fiscal Reports,”** please:¹
 - Review the prepopulated FY16 and FY17 fields on each fund source tab. The “Fiscal Vitality References and Tools” workbook (described below) provides information to help with this review.
 - Provide full revenue and expenditure plans for FY18, FY19, FY20, and FY21.
 - If there is an area of your unit that you wish to isolate in more detail (i.e. significant departmental self-sustaining, clinical, etc.), feel free to submit an additional fiscal (i.e. dark purple) tab.
 - Enter totals from each of the tabs into the Summary tab.
- On the **“Alternative Assumptions”** tab, please clearly identify and briefly explain any assumptions used in your calculations that are *different* from the Central Budget Assumptions on OPB’s [FY19 Annual Review Materials webpage](#). You are encouraged to refine and adjust the central assumptions, which are (in many cases) general and imperfect.
- On the **“Fiscal Vitality Qualitative Assessment”** tab of the Fiscal Vitality Report Excel workbook, please describe your unit’s overall financial health. If your unit’s fiscal data shows any negative (i.e. financially unhealthy) trends, please propose actions that your unit will take to improve its financial position.

The following resources are available to help you complete this work:

- **“Fiscal Vitality References & Tools” Workbook** (available on the [FY19 Annual Review Materials webpage](#)):
 - FVRowByRowDefinitions Tab: row-by-row general and unit specific parameters used to compile data in the Fiscal Vitality Reports Summary and Fund Source tabs.
 - BgtTypeClassInfo Tab: list of budget types, classes, super classes, family, and community that are referenced in the FVRowByRowDefinitions tab.
 - FVExpendituresPivot and FVBudgetRevenue&CarryoverPivot Tabs: budget number detail supporting the Summary and Fund Source data in the purple tabs of the Annual Review Excel workbook.
- **FY18 GOF/DOF Budget Base:** By November 22, OPB will provide FY18 permanent and temporary budgeted values, as of October 2017 fiscal month end. You can build off these for your FY18 plan, but you will need to adjust for any budget revisions that have occurred (or will occur) since October 2017 fiscal month end.
- **BI Portal Reports** (click on the B.I.Portal link under “Products”): Each report has Overview, Technical Information, and Interpretation tabs that describe the report, what is included in the data, the data sources, and how to use the report. Note, data may differ between reports, but they can still be used as resources.
 - Biennium To Date Budget Balances
 - Remaining Balance by OrgCode and Category
 - Forecasting Template by Fiscal Year and OrgCode (please note, this tool will imperfectly forecast expenditures if units employ fund shifts or cost transfers)
- **Central Budget Assumptions** (mentioned above), which includes additional resources and guidelines.
- **Q&A Sessions on November 28 and 30.** See the [FY19 Annual Review Materials webpage](#) for details.

In completing this work, please consider the tuition rates that you are recommending as part of Question 3.

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¹ Please note that grants, contracts, and gifts are included in the report to provide the Provost with a more holistic view of a unit’s financial activities. The amounts can be reconciled to FAS for biennium 2015-17. However, the grants & contracts amounts will differ from the Annual Report, prepared by the Office of Research. Also, grants, contracts and gifts amounts might differ from the BI Portal “Remaining Balance by OrgCode and Category Report.” In both cases, and possibly with other BI Portal reports, this is due to differences in data elements, context, and reporting period parameters. While the information is not perfect, it is included to facilitate discussions about the unit’s overall financial health.

3. What are your school, college, or campus’s tuition recommendations for 2018-19 (FY19)?

Using the “Tuition Recommendations” tab of the Excel workbook, please provide tuition rate recommendations for 2018-19 (FY19). For each recommended tuition *increase*, please provide the information outlined below in 500 words or fewer (total). Here are a few notes and reminders:

- In last year’s budget process, units submitted *preliminary* FY19 tuition recommendations, along with their FY18 tuition recommendations. You can review last year’s submissions at [this webpage](#), along with a summary of FY19 (and FY18) [tuition recommendations](#). You may reuse responses, if they are still relevant.
- Rate recommendations for **fee-based programs** are handled through a separate process than tuition-based programs. Please see the [Provost’s letter](#) to deans and chancellors for more information about that process.
- The legislature sets resident undergraduate (RUG) tuition rates. OPB anticipates a 2.0 percent RUG tuition increase in FY19.
- If your recommendation involves creating a **new tuition category**, please be sure to identify the original tuition category, the proposed category and suggested tuition rate for FY19. If you plan to move only a subset of your programs into a new category, please identify those programs by major name, pathway, level and type. Please contact Jed Bradley (jedbrad@uw.edu) for instructions on how to modify the “Tuition Recommendations” tab.

- **Please provide information to justify the increase. This can include information about enrollment plans, peer comparisons, and/or market analyses. Please include information about how the incremental revenue generated will be spent by the school/college/department.**

About 55% of the students enrolled in the College of Built Environments are graduate students, so graduate tuition is a significant component of ABB revenue. Graduate tuition was well above our peer competitors in FY13 and was reduced in FY14 to a competitive level. No tuition increases have been requested until now. Salary and operating costs have increased, particularly the need for the College to fund merit and unit adjustment increases. The department chairs and the Elected Faculty Council were consulted and all concur with the need to seek a 3% increase in graduate tuition rates in FY19.

- **Please describe whether you expect any substantial enrollment changes (including a change in the resident/nonresident composition) or any changes in the waivers likely to be awarded to your unit’s students.**

Enrollment changes are not anticipated as a consequence of the proposed increase in graduate tuition, and the number of tuition waivers is not anticipated to increase. Additional scholarship funding may be available to support student recruitment efforts.

- **Discuss the impact on student debt load.**

The requested tuition increase may add to student debt load, but many of the students enrolled in College graduate programs have internships or part-jobs that mitigate the increased costs of their education.

- **Confirm (yes/no) that tuition recommendations were discussed with students.² Please discuss your recommendations with students, even if they are the same as the FY19 proposals you submitted last year.**

The proposed 3% increase was discussed with College Student Council last academic year and again on January 17, 2018. In both instances, the Student Council voted to recommend going forward with the proposed increase.

² If the meeting schedules of faculty and student leadership groups present a challenge, please make accommodations to get approval within the necessary timeframe. If necessary, you may submit an update to OPB at a later date, after faculty and students have had an opportunity to review.

4. Please **update the carryover usage plan you submitted as part of last year's budget development process**. To do so, please complete the **"Updated Carryover Usage Plan" tab** of the Excel workbook. Please note:
- Your worksheet is pre-populated with the carryover usage plan you submitted last year and new estimated carryover totals.³
 - Please provide updated numbers in the "Updated Plan" column.
 - If you have new line items, please add rows, as needed.
 - For any major updates, please provide a brief description in the "Explanation of Changes/Updates" column.

If you would like to describe any items from the worksheet in greater detail, please use the space below. **For additional guidance**, please see the example posted at the [FY19 Annual Review Materials webpage](#).

Please note:

- If your unit has a **deficit** instead of a carryover, please confirm that you have an updated deficit mitigation plan in place with OPB. If you do not, please contact [Lisa McDonald](#).
 - If you believe the carryover for your unit is negative due to timing and if you anticipate a positive balance soon, please discuss this below and feel free to provide an updated carryover spending plan.
 - Since the Office of the President and the Attorney General's Office do not retain carryover funds, as a matter of University policy, those two offices are not expected to complete this question.
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5. **Please confirm that faculty councils AND student leaders within your unit/campus have been consulted** and given the opportunity to provide input as part of this budget planning exercise.

To confirm this, please do **one** of the following:

- Briefly describe who was consulted and when, and provide points of contact for your faculty council and student leadership.
OR
 - Include signed letters from your faculty council chair and student leadership (a scanned PDF is fine) when you submit the rest of your materials.
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The tuition increase request was discussed with the College Student Council on January 17, 2018, and input was requested from the College Elected Faculty Council on January 12, 2018. Input received from both the Student Council and Faculty Council are attached.

³ As a reminder, carryover balances are calculated at the end of each biennium and can only be *estimated* mid-biennium.