

**ADMINISTRATIVE MANAGEMENT PROFESSIONALS GROUP (AMP)  
ANNUAL LIST OF PRIORITY PROJECTS FOR 2018-19**

**WAGES AND EQUITY**

Wages and equity for non-represented staff continues to be a priority for AMP. Growing excellence in targeted areas and raising the campus profile depends on experienced, productive, and motivated staff members. The Pay for Performance control figure of 3% is not sufficient to implement the system properly. In addition, application lacks consistency across and within some divisions, which results in a degradation of trust and engagement. The problem impacts the ability to recruit and retain staff who directly support the university's academic mission.

**Proposed Actions:**

1. We recommend that campus leadership communicate the problems with the Pay for Performance program at UCOP and other systemwide meetings.
2. We recommend that the EVC establish Pay for Performance guidelines to promote transparency and provide consistent standards for merit awards.
3. We recommend an annual cycle of non-represented staff salary equity review at the divisional level.

**UNDERGRADUATE ADVISING**

We value the comprehensive approach of the Division of Student Success and especially the effort to execute targeted advising strategies to better serve first-generation, underrepresented, and students with disabilities. The [Advising Task Force Report](#) confirms that advisers face challenges in training, professional development, workload, and compensation. If these areas could be effectively addressed, there would likely be a reduction in turnover in these positions.

**Proposed Actions:**

AMP members strongly endorse two recommendations made in the report that will serve the training and professional development of our undergraduate advisers while also supporting student success. These recommendations would improve efficiency at the department/program level by providing needed support in the training and development of advisers.

**Recommendation 6.3**

*Establish an Advising Council and charge it with oversight and management of advising processes and policies.*

*An Advising Council with broad representation will: improve coordination and communication among advisers; increase efficiency; reduce workload for advisers; simplify processes for students; and provide career development opportunities for the advisers who participate.*

**Recommendation 8.6**

*Create a new Programs Advising Coordinator position similar to the Colleges Advising Coordinator position.*

*A Programs Advising Coordinator position will: improve training for program advisers; provide a central point of communication and coordination for program advisers; improve central resources for program information; bridge coordination and communication between the college and program advising communities.*

### **WEB-BASED WORKFLOW MANAGEMENT SYSTEMS**

The campus has successfully introduced a number of web-based workflow management systems such as UC Recruit, DivData Review, GARP, CruzBuy, CruzPay, and the Online Course Approval (OCA) system.

The campus still uses paper-based processes and signature approval for travel, reimbursements, and staff recruitments. In the Graduate Division, there are over twenty forms that are enterable but must be printed, circulated for signature, and then scanned and emailed or sent via campus mail.

Establishing additional web-based systems similar to the ones listed above would eliminate unnecessary labor and provide the ability to track workflow, reduce errors, and capture data to be used for reporting and analysis.

#### **Proposed Action:**

AMP recommends the hire of a project manager to review existing paper-based processes and, if possible, to replace them with web-based workflow management systems.

### **DRC ACCOMMODATION REQUESTS**

AMP values the efforts of the Center for Innovation in Teaching and Learning (CITL) and Disability Resource Center (DRC) to educate the campus community on disability issues, provide resources, and encourage a more inclusive learning environment. The number of students affiliated with the DRC (i.e. approved for accommodations) almost tripled between 2012-13 (873) and 2017-18 (2,340).

The [DRC website](#) directs instructors to department staff if they do not have the resources to implement exam accommodations and need assistance with arrangements.

#### **Proposed Actions:**

If department staff are responsible for arranging exam accommodations (finding space, hiring/scheduling proctors, etc.) there needs to be more staff and more available rooms.

We recommend continuing support for CITL and DRC and providing resources and incentives for instructors to incorporate universal design in their courses, including alternative modes of assessment that mitigate the need for exam accommodations.

### **CURRICULUM MANAGEMENT PROJECT**

As mentioned in the cover letter, AMP applauds the progress and work of the Curriculum Management Team and the funding support for the Curriculum Management Project (CMP). Phase I is being implemented in 2018-19. Phase II will focus on the current systems and workflows currently used in the multilayered course scheduling process.

#### **Proposed Actions:**

We strongly support continued central funding for this project through completion.