

**From:** Vice Chancellor and Dean Claudia Mitchell-Kernan  
**Sent:** Friday, January 25, 2008 5:30 PM  
**Subject:** Graduate Division Allocations for 2008-2009

## **UCLA** *Graduate Division*

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Office of the Vice Chancellor & Dean

### **Department Chairs and Department Administrators**

#### **RE: Allocations of Graduate Division Student Support Funds for 2008-2009**

I am pleased to inform you the Graduate Division student support allocations for 2008-2009 are now available on line. The allocation for your particular department or program is available on the Graduate Division Intranet site, <http://jasmine.gdnet.ucla.edu>. Your department SAO or MSO should have a Jasmine account and they can print out your allocation from the site. If they need assistance, please have them contact Eli Levy at x57758 or [elevy@gdnet.ucla.edu](mailto:elevy@gdnet.ucla.edu).

It is with disappointment, however, that I convey that this year's allocations have been reduced for all schools and departments. Budget reductions have been made necessary by a reduction in the funds available to the Graduate Division.

In light of the positive trajectory we had established in recent years and the critical importance of student support to achieve the level of excellence to which we aspire, an explanation of the decline in available support from the Graduate Division is in order, and I will try to provide it in the following paragraphs.

#### **Graduate Division Funding Reductions**

First, in the Fall of 2006, UC system Graduate Divisions were informed by staff in the Office of the President that new student support funds would be allocated to each of the campuses. UCLA's share of these funds was \$1.9M. Anticipating that the new funding would be distributed through the Graduate Division, we included these resources in our allocations last February. We did not learn until last August 1, some seven months after we allocated the new funds campuswide, that these resources would not be directed to the Graduate Division. Hence, we must deduct \$1.9M from last year's allocation and align Graduate Division allocations to the funds actually available to us. Last year, the Division's expenditures in the Special Fellowship area also exceeded our budget. Yield rates for fellowship offers proved higher than expected and there was a markedly increased demand by campus programs for diversity fellowships, in light of the significant increases in the applicant pool. In addition, budgetary assumptions regarding carry-forwards departed significantly from the pattern that has been established in recent years. Hence, the Special Fellowship area of the Graduate Division funding programs will also be subject to some reduction in spending for 2008-2009. We will, however, have a longer period to realign expenditures with available resources in the Special Fellowships area, so we anticipate less campus impact on these programs.

After much thought and experimentation with different budget reduction strategies, we have approached our reduction target through fairly uniform decreases in the Block Grants. This approach aims to limit the variance between the 07-08 and 08-09 Block Grants. For the campus as a whole, the average budget reduction is 7.9% with a range of 6-11% for the various Professional Schools and College Divisions. While the Graduate Division ordinarily redistributes funds across campus sectors in relation to changes in

enrollment and in enrollment counts for eligible students, this year our formula has been applied school by school and by College Divisions to reduce the amount of variance a campuswide approach would have entailed. This approach also permits us to achieve the uniform reductions we intend. When new resources are available, the Division will make the necessary campuswide increases or reductions in relation to enrollment and eligibility changes over a several year period as we have done in the past.

### **New Campus Funding Program**

While the decrease in Graduate Division Unrestricted Funds may require adjustments at the program level, it is my hope that the new funding program for non-resident students recently announced by Acting EVC Waugh will produce positive financial outcomes for many programs. This new program is being underwritten by the \$1.9M in new funds distributed to the campuses by UCOP and may offset the Graduate Division's budget reductions in some programs. (See campus announcement of January 3, 2008.)

### **Gifts and Endowments**

For several years we have pledged to make renewed efforts to deploy all available resources to improve graduate student support on our campus. In this connection, I would like to urge all schools and departments to review funds available through their gifts and endowment accounts as such funding can also help to mitigate the decrease in Unrestricted Funds from the Graduate Division. We recognize that Restricted Funds are more challenging to manage optimally, and if you encounter problems in this area, I hope you will not hesitate to contact me to discuss mitigation strategies.

### **Quality of Graduate Education Program (QGE)**

As previously announced, QGE funds will appear as a part of your allocation rather than being awarded competitively. Within the framework of available funds, roughly \$1M, all programs that have previously received funds will receive awards proportionate to their average previous awards. This approach will yield smaller awards, but we believe they will nevertheless be helpful to you in addressing the Quality of Graduate Education issues in your programs.

### **Final Report Requirement for QGE Program**

As you will no doubt recall, each QGE award has required that you maintain a complete record of how these resources are utilized as submission of a final report is necessary to maintain your eligibility for continued participation in the QGE Program. The report need not be lengthy but should include an assessment of the effectiveness of this program along with a spreadsheet containing the names of students receiving funds, the amount and type of award and the intended purposes of the award. The Final Report should be submitted in electronic format by May 1, 2008 to Dr. Angela James, Assistant Dean for Academic Initiatives in the Graduate Division. If you have any questions, please contact Dr. James at [ajames@gdnet.ucla.edu](mailto:ajames@gdnet.ucla.edu).

### **Allocation Methodology**

As in the past, Unrestricted Funds are distributed on the basis of third-week enrollment counts and the degree objective of enrolled students. For allocation purposes students who are beyond normative time to degree or advancement to candidacy are **not** included in the count. Deans were consulted about the proposed distribution of graduate student support to departments and programs in their area, and some adjustments were made in response to their recommendations.

### **Pursuing Greater Diversity**

UCLA and the Graduate Division continue to maintain a strong commitment to diversity. Departments are encouraged to develop outreach and recruitment programs that support the University's long-standing goal of achieving a student body and faculty that reflect the diversity of the state. I also urge all graduate degree

programs and associated faculty to join me in proactive efforts to increase financial resources available to support excellence in graduate education at UCLA.

I invite your comments on the process we use to distribute these funds. Please do not hesitate to contact me ([cmkernan@gdnet.ucla.edu](mailto:cmkernan@gdnet.ucla.edu)/ x54383) if you have any questions or concerns.

Questions concerning procedures or deadlines should be directed to the Outreach, Diversity and Fellowships Office (Chérie Francis, [cfrancis@gdnet.ucla.edu](mailto:cfrancis@gdnet.ucla.edu)/ x62557) or to the Graduate Student Support Office (Ana Lebon, [alebon@gdnet.ucla.edu](mailto:alebon@gdnet.ucla.edu)/ x51025).

Sincerely,

**Claudia Mitchell-Kernan**  
Vice Chancellor Graduate Studies  
Dean, Graduate Division

**NOTICE OF CHANGE IN COTA-ROBLES FELLOWSHIP PROCEDURES  
FOR 2008–2009 CYCLE**

The instructions for offering the Eugene Cota-Robles Fellowship have changed (see the *Departmental Manual for Processing Graduate Division Funding*, January 2008, p. 20).

The process used for the 2007–2008 cycle to facilitate re-offers did not work as well as we had hoped. For the current cycle, re-offers may be possible, but they must first be reviewed and approved by the Graduate Division in order to remain within budget constraints.

A key issue in implementing this new procedure was that initial offers produced expected declines of 40%–50%. However, re-offers produced close to a 100% take rate, leading to a budget overdraft. In the current budget climate, more stringent financial controls are necessary.