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The Academic Senate is one of the distinctive organizational elements of the University of California – a feature that distinguishes it from other major research universities. Codified by the UC Regents in 1920, the Academic Senate is the vehicle through which faculty share in the operation and management of the university. UCLA’s contemporary practice of consultative decision making and shared governance reinforces the notion that faculty are at the heart of the academic enterprise of teaching, research, and public service and critical to maintaining the quality of the university’s academic program. The Senate is delegated authority over such matters as degree and enrollment requirements and program establishment, disestablishment, and review. It also has a formal advisory role in academic personnel actions and a myriad of other matters. The Academic Senate’s efforts derive from the premise that the university’s excellence cannot be sustained without faculty, administration, staff, and students all making substantive contributions to the university in an involved, respectful, and collaborative fashion.

Reflective of the principles of shared governance, the Academic Senate structures itself to support the mission of the university by facilitating optimal communication and cooperation between the faculty and the various components of the university, enabling informed and inclusive decision making, and serving as a consultative body to other constituencies on all matters pertinent to the well-being of the university. The Academic Senate represents the faculty in all matters dealing with shared governance. It is comprised of twenty three standing committees and has a staff complement of eleven. Its leadership consists of the Senate Chair, who serves a one-year term, the Vice Chair (Chair-Elect), and the Immediate Past Chair.
THE COMMITTEES OF THE ACADEMIC SENATE

The Academic Senate fulfills the duties delegated to it by the UC Regents through the participation of faculty in its various committees and in the Legislative Assembly. While a full listing of committees is provided later in this document, a few of the more prominent ones are highlighted here.

The faculty at UCLA is represented in the Academic Senate through its representatives in the Legislative Assembly (LgA). The Legislative Assembly is empowered to act in all matters for the Los Angeles Division. Members of the Assembly consider campus-wide issues like approving the establishment or disestablishment of departments or degrees, the creation of majors and minors, etc. Each year, members of the senior administration of UCLA attend the LgA to brief the faculty on current affairs affecting the campus, strategic initiatives, and a host of other issues and trends facing the University. The Chancellor, Executive Vice Chancellor, and Vice Chancellors commonly appear at the LgA meetings. The Legislative Assembly meets four times a year, in the months of November, February, April, and June.

The Executive Board functions as the official advisory agency for the Chair of the Senate. It coordinates and reviews actions and proposals from Senate committees and administration. It is also empowered to act on all matters, except legislation, in the name of the Los Angeles Division at times when the Legislative Assembly cannot readily be convened or when haste is required.

The Council on Academic Personnel (CAP) is a standing committee of the Academic Senate. Each year, its members thoroughly review the dossiers of hundreds of faculty. The CAP is responsible for the review of all significant personnel actions involving employees of UCLA holding academic titles. CAP’s charge is to maintain standards and equity across the campus. Although its role is, strictly speaking, advisory, the opinion of CAP, as expressed in the reports it submits, are given considerable weight. According to current practice, the Vice Chancellor of Academic Personnel will not make a decision that is inconsistent with the recommendations of CAP without informing the Council.

The Undergraduate Council (UgC) makes policy for undergraduate education at UCLA. It recommends to the Legislative Assembly undergraduate programs leading to new degrees; authorizes, supervises and regulates all undergraduate courses and programs of instruction and preparatory education; periodically reviews and evaluates all undergraduate programs of study and all programs of preparatory education in conjunction with the Graduate Council; and sets standards for honors and recommends procedures for awards of undergraduate scholarships.

The Graduate Council (GC) makes policy for graduate education at UCLA (except for the M.D., J.D., and D.D.S degrees). It recommends to the Legislative Assembly graduate programs leading to new degrees, as well as disestablishment or consolidation of existing degrees. It periodically reviews and evaluates all graduate programs of study (in conjunction with Undergraduate Council’s review of the related undergraduate program, where appropriate). It also recommends to the system wide Coordinating Committee on Graduate Affairs proposals for new graduate programs leading to existing degrees and
new programs leading to graduate level certificates.

The Council on Planning and Budget (CPB) is charged with making “recommendations based on established Senate policy to the Chancellor and Senate agencies concerning the allocation of educational resources, academic priorities, and the planning and budgetary process” as well as formulating a Senate view on “the campus budget and each major campus space-use and building project.” CPB discusses with the Executive Vice Chancellor and Vice Chancellor for Finance the current strategic and budget issues.

The mission of the Committee on Diversity and Equal Opportunity (CODEO) is to provide advice to the University administration on policies/programs to advance faculty diversity, including the recruitment and retention of women and underrepresented minorities. CODEO interacts with the Associate Vice Chancellor for Diversity, the Executive Vice Chancellor, and the Chancellor’s Advisory Committee on Diversity. Improving faculty diversity is an ongoing goal of CODEO.

The Council on Research (COR) is charged with providing periodic evaluation of units that support faculty research such as the Office of Research Administration (OCGA, EFM, R-Net), the Office of Intellectual Property Administration and Technology Transfer, and UCLA’s Academic Technology Services. It also formulates Senate general guidelines for review of Organized Research Units (ORUs) and makes recommendations to the Vice Chancellor for Research based on ORU review reports.

COR is perhaps best known because of its administration of the Academic Senate’s Faculty Grants Program. COR establishes policies and procedures governing the allocation of funds within the purview of the Faculty Grants Program, for the conduct of research and for travel to attend scholarly meetings. Each year, COR and the Faculty Grants Program Committee (a sub-committee of COR), distributes over $1.4M in grants to Academic Senate faculty in the form of travel grants, Research Enabling Grants ($1,000), and Faculty Research Grants ($3,000 and $6,000).

Standing Committees of the Academic Senate

Legislative
- Council of Faculty Chairs
- Executive Board
- Legislative Assembly

Academic Programs and Policies
- Graduate Council
- Council on Planning and Budget
- Undergraduate Council
- Committee on Continuing and Community Education
- Committee on Intercollegiate Athletics
- Committee on International Education
- Committee on Teaching
- Committee on Undergraduate Admissions and Relations with Schools
Educational Resources
- Council on Research
- Committee on Development
- Committee on Instruction and Technology
- Library and Scholarly Communication

University Community
- Academic Freedom
- Committee on Diversity and Equal Opportunity
- Faculty Research Lectureship
- Faculty Welfare
- University Emeriti and Pre-Retirement Relations

Governance
- Committee on Charges
- Committee on Committees
- Council on Academic Personnel
- Grievance Advisory Committee
- Committee on Privilege and Tenure
- Committee on Rules and Jurisdiction
Duties, Powers, and Privileges of the Academic Senate

(a) The Academic Senate, subject to the approval of the Board, shall determine the conditions for admission, for certificates, and for degrees other than honorary degrees. It shall recommend to the President all candidates for degrees in course and shall be consulted through committees appointed in such manner as the President may determine in connection with the award of all honorary degrees.

(b) The Academic Senate shall authorize and supervise all courses and curricula offered under the sole or joint jurisdiction of the departments, colleges, schools, graduate divisions, or other University academic agencies approved by the Board, except that the Senate shall have no authority over courses in the Hastings College of the Law, San Francisco Art Institute, in professional schools offering work at the graduate level only, or over non-degree courses in the University Extension. No change in the curriculum of a college or professional school shall be made by the Academic Senate until such change shall have been submitted to the formal consideration of the faculty concerned.

(c) The Academic Senate shall determine the membership of the several faculties and councils, subject to the provisions of Standing Order 105.1(c), except the faculties of Hastings College of the Law, and San Francisco Art Institute, provided that the several departments of the University, with the approval of the President, shall determine their own form of administrative organization, and all Professors, Associate Professors, Acting Professors, Acting Associate Professors, and Assistant Professors, and all Instructors of at least two years' service shall have the right to vote in department meetings.

(d) The Academic Senate is authorized to select a committee or committees to advise a Chancellor concerning a campus budget and to select a committee or committees to advise the President concerning the University budget.

(e) The Academic Senate shall have the right to lay before the Board, but only through the President, its views on any matter pertaining to the conduct and welfare of the University.

(f) The Academic Senate is authorized to advise the President and the Chancellors concerning the administration of the libraries of the University.

(g) The Academic Senate is authorized to select a committee or committees to approve the publication of manuscripts by the University of California Press.

Includes amendments through March 19, 1971

http://www.universityofcalifornia.edu/regents/bylaws/so1052.html
APPENDIX XV: COMMITTEE PROCEDURES

These procedures and guidelines seek to improve the institutional memory, efficiency, and effectiveness of Senate committees. They apply to all standing committees, councils, and the Executive Board of the Los Angeles Division, unless the Executive Board determines that they should be modified in certain cases.

1. **Committee Operations File**

The chair of each committee, or a member or Senate staff person whom the chair designates, shall maintain a Committee Operations File. The original of this file is to remain in the Senate Office and contain at least the following:

   a. A copy of the Senate bylaw governing the committee, this appendix, and divisional and statewide materials pertinent to the committee's operation;

   b. An outline of "Committee Operating Procedures" not explicit in the committee's bylaw, including standard agenda items, especially for the first and last meetings of each year and, if relevant, a list of subcommittees;

   c. A packet of "Summaries of Major Committee Issues" (see 2., below);

   d. A copy of the annual reports of the committee for the past five or more years.

2. **Summaries of Major Committee Issues**

At the conclusion of each year the committee chair provides for the Committee Operations File a brief summary of major issues engaged, resolved, or unresolved by the committee. This may be an abstract of portions of the committee's annual report, and may include personal notations or commentary. If the chair fails to provide this summary, it should be compiled by the vice chair or a Senate staff person prior to the next school year.

3. **Information for Committee Members**

At the start of each year, copies of 1. a., b., the last five summaries of c., and the last three annual reports of d. in the Committee Operations File shall be provided to committee members who have not received these materials.

4. **Committee Orientation**

The agenda for the committee's first meeting of the year should include a review of the Committee Operations File. Former committee chairs or former members may well be invited for the review and for subsequent consultation if their participation would be helpful.

5. **Division of Workload**

If the committee's workload is substantial and specific issues or areas require special attention, the committee is advised to consider appointing a vice chair and/or subcommittees.

6. **Ex Officio Members**

Committees with *ex officio* members should observe that these persons may have primary responsibilities elsewhere. In this light, *ex officio* members may elect to serve either as full participants in the committee's activities or, less actively, as consultants.
7. Committee Consultants and Guests

Administrators and others may be valuable as consultants and guests, and committees are encouraged to invite their participation as necessary. Unless such persons are specified as ex officio members in a committee's bylaws, however, they should not be included as permanent guests at committee meetings, and when they attend it should be understood that the committee may convene in executive session without them. [Am 7 Nov 89]

8. Inactive Members

If a member is inactive, the committee chair should consult with the member and, if action is necessary, contact the Committee on Committees for a replacement (at least for the following year).

9. Recognition of Strong Service

Committee chairs are urged to recognize strong committee participation by writing letters of commendation for members who have served faithfully and well. Letters may be addressed to the member with a copy sent to the member’s department chair, or to the department chair with a copy to the member. In either case, the chair should be asked to place a copy in the member’s personnel file. The letters should include a brief summary of the matters engaged by the committee, and a citation of special contributions of the particular member. [Am 7 Nov 89]

10. Recognition of Committee Chairs' Service

To provide data for the recognition of their work, chairs of Senate committees, subcommittees, special committees, and task forces are encouraged to submit copies of their annual reports, and/or other non-confidential tangible results of the chair’s efforts to their department chairs for inclusion in their personnel files. Such data should be prefaced with a statement that these materials are submitted in compliance with Appendix XV of the UCLA Academic Senate Manual. [En 14 Mar 89, Am 7 Nov 89]
190. Planning and Budget

A. Membership shall be determined in accordance with Bylaw 128. One undergraduate student and one graduate student shall sit with the Committee. [See Bylaw 128.E.] The Vice Chair shall be chosen in accordance with Bylaw 128 D 1 and 3. (Am 28 May 2003):

B. Duties. Consistent with Bylaw 40 the Committee shall: (Am 28 May 2003)
   1. Confer with and advise the President and agencies of the University Administration on policy regarding planning and budget matters and resource allocations.
Divisional Bylaw 65.3: Council on Planning and Budget

(A) **Membership.** The Council consists of seventeen members, approximately one-third of whom are appointed annually: eight members from the College of Letters and Science, and eight from the professional schools, including the representative to the University Committee on Planning and Budget, plus the Vice Chancellor - Academic Planning and Budget, *ex officio*. A chair and vice chair are selected from the appointed members.

(B) **Organization.** The Council

1. appoints such standing and *ad hoc* committees as are needed to discharge its duties. [Am 21 Jan 97]

2. appoints faculty consultants annually as needed, and for terms which it may extend to provide expertise and continuity in fulfilling its charge; [Am 21 Jan 97]

3. maintains liaison with the Chancellor's Office and associated units such as: Academic Planning and Budget, the Executive Vice Chancellor's Office, and the Office of the Vice Chancellor for Capital Programs. [Am 14 Mar 89; 21 Jan 97]

4. collaborates with other Academic Senate Committees/Councils with whom there are shared responsibilities. [En 21 Jan 97]

(C) **Duties.** The Council, after appropriate consultation, make recommendations based on established Senate policy to the Chancellor and Senate agencies concerning the allocation of educational resources, academic priorities, and the planning and budgetary process. The Council specifically reviews and formally articulates a Senate view regarding the campus budget and each major campus space-use and building project at each project's proposal, planning, and building stages. [Am 23 May 79, 13 Apr 82, 24 Jan 89, 14 Mar 89]
Part I. Membership and Duties

1. Membership and duties of the Council on Planning and Budget are defined by Divisional Bylaw 65.3

Part II. Officers

2. The Chair and Vice Chair of the Council on Planning and Budget are designated by the Committee on Committees of the Los Angeles Division.

Part III. Meetings

3. Meetings of the Council on Planning and Budget are scheduled twice a month, or at least once each quarter, during the academic year. The Council may meet at such other times as it may determine, or at the call of the Chair.

Part IV. Quorum

4. Fifty percent (50%) plus one member of those currently serving as members of Council constitute a quorum of the Council on Planning and Budget.

Part V. Committees

Title I. Appointment and Tenure

5. The Chair of the Council on Planning and Budget, in consultation with the Council, appoints the Chair and members of the several standing committees to hold office for a term of one academic year or until their successors are appointed. Normally, members of Council serve on one standing committee. The Council elects ad hoc committees as needed.

Title II. Guest Membership on Standing Committees

6. All members of Council may attend any meeting of the several standing committees as a guest member.

Guest members participate in the deliberations of the committee at the discretion of the committee chair, but do not vote on committee business.
Title III. Standing Committees

7. **Academic Program Review Committee.** The Academic Program Review Committee of the Council on Planning and Budget consists of two Co-Chairs and at least two members selected from among the members of the Council. The Academic Program Review Committee evaluates the resources, financial, space and personnel (fiscal & academic) supporting new and continuing academic programs and organizational entities, as well as impacts that proposed new resource provisions might have on existing programs. In academic planning, APPR gives attention to current issues and specific programs rather than general long-term planning.

8. **Capital Planning Committee.** The Capital Planning Committee (CPC) of the Council on Planning and Budget consists of two Co-Chairs and at least three members selected from among the members of Council.

   The CPC (1) reviews all proposed capital projects and reports to the Council at every stage in each project, from the assessment and prioritization of space needs through schematic design, financial plan, and environmental impact assessment to the detailed project planning guide; (2) participates in the Campus Space Planning Committee, and reports to the Council on all capital planning and policy issues that may arise.

   The CPC prepares an annual report to the Council which summarizes the year’s work and includes evaluations and recommendations on the issues mentioned under (1) and (2) above. The CPC chair or a designated deputy serves ex officio on the Service Advisory Board for Capital Programs.

9. **Committee on Budgets and Strategic Planning.** The Committee on Budgets and Strategic Planning consists of a Chair and at least three members selected from among the members of Council. The Committee on Budgets and Strategic Planning implements the responsibility of CPB to make recommendations based on established Senate policy to the Chancellor and Senate agencies concerning the planning and budgetary process. The CBS oversees the role of CPB in the campus wide Budget Hearings and Strategic Planning process.
Part VI. Order of Business

10. Meetings of the Council on Planning and Budget are governed by procedures specified in Divisional Bylaw 135.

Part VII. Coordinated Reviews

11. Pursuant to Los Angeles Division Bylaw 65.3(4), the Council on Planning and Budget acts in coordination with the Undergraduate Council and the Graduate Council in the reviews of undergraduate programs of instruction, graduate programs of instruction, proposed new departments, degrees and 8-year reviews of academic programs.

Part VIII. Amendment of Bylaws

12. The foregoing Appendix may be added to, amended, or repealed at any regular or special meeting of the Council on Planning and Budget by a two-thirds (2/3) vote of members of the Council, provided that written or e-mail notice of proposed changes shall have been sent to each member of Council at least five days previous to the meeting at which a vote is taken on the proposed changes.
Appendix XVII: Policy for Participation of Senate Members on Secondary Committees
[En 12 Nov 96]

It is common practice for Academic Senate officers, committee chairs and committee members to serve on committees other than their own, both within the Senate and within the Administration. The following principles are intended to set forth Academic Senate policy with respect to the participation of such persons on these secondary committees. (For the purposes of this appendix, the term "primary committee" refers to the Academic Senate committee in which the member holds his/her primary appointment; the term "secondary committee" refers to any other committee, Senate or Administration, to which the member is appointed by virtue of her/his membership on the primary committee. The term "member" includes any elected or appointed officer, committee chair or committee member of the Academic Senate.)

1. The authority of the Academic Senate is chiefly reposed in and exercised by its committees. Subject to specifically legislated exceptions, no officer or other member may represent as the policy or position of the Academic Senate, or any committee thereof, a view which has not been adopted or endorsed by the appropriate agency of the Academic Senate.

2. Academic Senate members serving on secondary committees are empowered to represent and/or act for the primary committee only within the limits expressly authorized by the primary committee. Members have the right to express their individual opinions in secondary committee meetings as long as they acknowledge the opinion to be their own.

3. Academic Senate members serving on secondary committees shall provide timely and full notification and reports to the primary committee of the business of the secondary committee. If that business includes confidential matters, then the faculty member works with the chair of the liaison committee to identify how best to keep the home committee informed and to establish the least restrictive confidentiality possible. In confidential matters, all University rules and policies shall be observed by all committees and members involved.
# Council on Planning and Budget

## 2016-2017 Membership Roster

<table>
<thead>
<tr>
<th>Council on Planning and Budget (CPB) - meets on alternate Mondays 1-3 pm; Members: 8 from the L&amp;S; 8 from Professional Schools</th>
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<tbody>
<tr>
<td>4 Chiappelli, Francesco</td>
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<tr>
<td>3 Bakhos, Carol</td>
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<td>1 Carlin, Bruce</td>
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<td>3 Eldredge, Jeff</td>
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<td>1 Finn, John Paul</td>
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<td>3 Smith, Monica</td>
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<td>2 Stein, Arthur</td>
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<td>1 VACANT</td>
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<td>Olsen, Steve</td>
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<td>Roth, Jeff</td>
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<td>Kashfi, Amir</td>
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<td>Kumar, Daanyaal</td>
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<td>Feller, Elizabeth</td>
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Council on Planning and Budget Calendar of Meetings

Meetings are held on alternate Mondays during the instructional period from 1:00 p.m.-3:00 p.m. in the Chancellor's Conference Room, 2121 Murphy Hall, unless otherwise noted.

Note: Meetings may be added or cancelled as business dictates.

FALL QUARTER
Quarter begins September 19, 2016 and ends December 9, 2016

- October 3
- October 17 (1215 Murphy Hall)
- October 31
- November 14
- December 5 (12:30-2:30 meeting time)

WINTER QUARTER
Quarter begins January 4, 2017 and ends March 24, 2017

- January 9
- January 23
- February 6
- March 6

SPRING QUARTER
Quarter begins March 29, 2016 and ends June 16, 2016

- April 10
- April 24
- May 8
- May 22
- June 5
University Committee on Planning and Budget (UCPB)

2016-17 Calendar of Meetings (first Tuesday of every month)

October 4, 2016
November 1, 2016
December 6, 2016
January 10, 2017
February 7, 2017
March 7, 2017
April 4, 2017
May 2, 2017
June 6, 2017
July 11, 2017
# Academic and Administrative Calendar 2016-2017

## Fall Quarter 2016

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<tr>
<td>Quarter begins</td>
<td>Monday, September 19</td>
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<tr>
<td>Instruction begins</td>
<td>Thursday, September 22</td>
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<tr>
<td>Veterans Day holiday</td>
<td>Friday, November 11</td>
</tr>
<tr>
<td>Thanksgiving holiday</td>
<td>Thursday-Friday, November 24-25</td>
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<tr>
<td>Instruction ends</td>
<td>Friday, December 2</td>
</tr>
<tr>
<td>Final examinations</td>
<td>Monday-Friday, December 5-9</td>
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<td>Quarter ends</td>
<td>Friday, December 9</td>
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## Winter Quarter 2017

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<td>Wednesday, January 4</td>
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<tr>
<td>Instruction begins</td>
<td>Monday, January 9</td>
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<tr>
<td>Martin Luther King, Jr, holiday</td>
<td>Monday, January 16</td>
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<tr>
<td>Presidents’ Day holiday</td>
<td>Monday, February 20</td>
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<tr>
<td>Instruction ends</td>
<td>Friday, March 17</td>
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<tr>
<td>Common final exams</td>
<td>Saturday-Sunday, March 18-19</td>
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<tr>
<td>Final examinations</td>
<td>Monday-Friday, March 20-24</td>
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<td>Quarter ends</td>
<td>Friday, March 24</td>
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## Spring Quarter 2017

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<tr>
<td>Event</td>
<td>Date</td>
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<tr>
<td>Cesar Chavez holiday</td>
<td>Friday, March 31</td>
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<tr>
<td>Instruction begins</td>
<td>Monday, April 3</td>
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<tr>
<td>Memorial Day holiday</td>
<td>Monday, May 29</td>
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<tr>
<td>Instruction ends</td>
<td>Friday, June 9</td>
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<tr>
<td>Common final exams</td>
<td>Saturday-Sunday, June 10-11</td>
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<tr>
<td>Final examinations</td>
<td>Monday-Friday, June 12-16</td>
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<td>Quarter ends</td>
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# Contacts and Online Resources

## Primary Contacts

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Francesco Chiappelli</td>
<td>Chair</td>
<td><a href="mailto:fchiappelli@dentistry.ucla.edu">fchiappelli@dentistry.ucla.edu</a></td>
</tr>
<tr>
<td>Carol Bakhos</td>
<td>Vice Chair</td>
<td><a href="mailto:cbakhos@humnet.ucla.edu">cbakhos@humnet.ucla.edu</a></td>
</tr>
<tr>
<td>Elizabeth Feller</td>
<td>Analyst</td>
<td><a href="mailto:efeller@senate.ucla.edu">efeller@senate.ucla.edu</a></td>
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## Websites: Academic Senate

<table>
<thead>
<tr>
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<tr>
<td>Academic Senate Home Page</td>
<td><a href="http://www.senate.ucla.edu/">www.senate.ucla.edu/</a></td>
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<td>CPB Home Page</td>
<td><a href="http://www.senate.ucla.edu/committees/cpb/default.htm">www.senate.ucla.edu/committees/cpb/default.htm</a></td>
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<td>Academic Program Review</td>
<td><a href="http://www.senate.ucla.edu/programreview/">www.senate.ucla.edu/programreview/</a></td>
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<td>Bylaws &amp; Appendices</td>
<td><a href="http://www.senate.ucla.edu/FormsDocs/bylaws/ch4-4-3.htm#b65_3">http://www.senate.ucla.edu/FormsDocs/bylaws/ch4-4-3.htm#b65_3</a></td>
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## Websites: Additional Resources

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<td>Administrative and Academic Calendar</td>
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<td>2016-17 UCLA General Catalog</td>
<td><a href="http://catalog.registrar.ucla.edu/">http://catalog.registrar.ucla.edu/</a></td>
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<td>UC Infocenter</td>
<td><a href="http://universityofcalifornia.edu/infocenter">http://universityofcalifornia.edu/infocenter</a></td>
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<tr>
<td>UCLA Capital Planning</td>
<td><a href="http://www.capitalprograms.ucla.edu/">http://www.capitalprograms.ucla.edu/</a></td>
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