

Academic Program Authorization and Review

Budget Forms

December 18, 2020



Welcome

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Vice Chancellor for Academic Affairs



AGENDA

1. Program Authorization Project
2. Budget Forms and Instructions
3. Tools, Resources, and Training



Getting to know our audience

Zoom Poll Questions

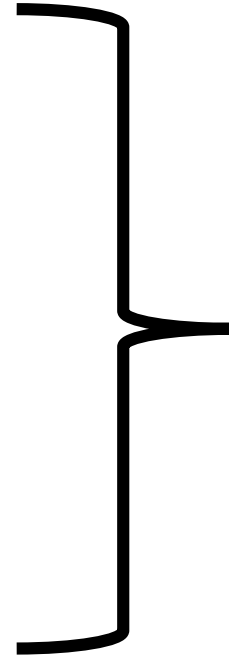


Board of Regents Program Authorization Responsibilities



USG Program Authorization Steps

1. Annual Academic Forecast
2. Program Proposal
3. Board Review and Approval
4. Monitoring New Programs
5. 7-Year Review cycle



Portfolio Approach:
Align Academic
Affairs review with
Fiscal Affairs review



Internal coordination within
the institution in the
development of a proposal is
critical



Proposal Form

Answers to questions that are italicized will be entered in the SharePoint form



Application Form Questions

47. Differential Tuition

48. Reallocation of existing funds

49. Student fees

50. Additional student costs

51. Indirect costs

F. RESOURCES

F1. Finance^: Complete and submit the Excel budget forms and the questions below (Do not cut and paste in the excel budget template into this document, submit the Excel budget templates separately.)

47. Are you requesting a differential tuition rate for this program? (masters, doctoral, and professional programs only)

- No (Move to answer question 48)
- Yes (If yes, answer questions 47a & 47b)

a. What is the differential rate being requested? The rate below should reflect the core tuition plus the differential, i.e. the tuition rate being advertised to the student.

In-State per Semester: \$Enter Amount

Out-of-State per Semester: \$Enter Amount

b. Provide tuition and mandatory fee rates assessed by competitive/peer programs per full-time student per semester. Please complete the table below:

Institution name	Link to institution's tuition & fee website	In-state tuition	Out-of-state tuition	In-state fees	Out-of-state fees



Budget Templates

Excel Workbook



Revenue

REVENUES	Fiscal Year 1			Fiscal Year 2			Fiscal Year 3		
	Recurring	One Time	Total	Recurring	One Time	Total	Recurring	One Time	Total
Base new tuition (use Enrollment & Tuition worksheet)	-		-	-		-	-		-
Additional graduate tuition differential (if requested) (Use Enrollment & Tuition worksheet)	-		-	-		-	-		-
Special Institutional Fee			-			-			-
Student fees (excluding mandatory fees)			-			-			-
New state formula funding (\$200 per undergraduate credit hour, \$800 per graduate hour. Funding not guaranteed)			-			-			-
Reallocation of existing funds			-			-			-
Federal funds, grants, external funds, endowments, or other funding (Use External & Other Funds worksheet)	-	-	-	-	-	-	-	-	-
Tuition Revenue Sharing - Contra-Revenue (enter as a negative number)			-			-			-
TOTAL REVENUE	-	-	-	-	-	-	-	-	-



Expense: Personnel

EXPENDITURES	Fiscal Year 1		
	Recurring	One Time	Total
Personnel - Reassigned or existing positions			
Full-time Faculty			-
Part-time Faculty			-
Administrators			-
Support Staff			-
Other personnel costs			-
Subtotal - Existing Personnel Expenses	-	-	-
Personnel - New Positions			
Full-Time Personnel			
Faculty (PhD or other terminal degree)			-
Faculty (Masters)			-
Faculty (Lecturer)			-
Administrators (includes program coordinators)			-
Support Staff			-
Other personnel costs			-
Part-Time Personnel			
Faculty (PhD or other terminal degree)			-
Faculty (Masters)			-
Faculty (Lecturer)			-
Administrators (includes program coordinators)			-
Support Staff			-
Other personnel costs			-
Graduate Assistants			
Subtotal - New Personnel Expenses	-	-	-



Operating Expense

EXPENDITURES	Fiscal Year 1		
	Recurring	One Time	Total
Operating Expenses			
<i>Travel</i>			
Travel - Employee			-
Travel - Non-Employee			-
Operating Supplies and Expenses			
Motor Vehicle Expense			-
Supplies & Materials			-
Repairs and Maintenance			-
Utilities			-
Rental Payments (Non-Real Estate)			-
Insurance			-
Software			-
Publications and Printing			-
Equipment (Small Value)			-
Real Estate/Authority Lease Rental			-
Per Diems & Fees			-
Contracted Services			-
Telecommunications			-
Scholarships			-
Other Grant Expense			-
Stipends			-
Other Operating Expenses			-
Equipment/Capital Outlay			
Motor Vehicle Purchase			-
Equipment Purchase			-
Building and Facilities Improvements			-
Other Capital			-
Subtotal - Operating Expenses	-	-	-
TOTAL EXPENDITURES	-	-	-



Enrollment and Tuition Revenue Worksheet

Institution Requesting New Program	0
Program Name:	0
Semester and Year Program will Start	0
Date Submitted to USG for Review	1/0/1900

Instructions: Enter data in the green shaded fields

INPUTS	Year 1	Year 2	Year 3	Year 4
Enter the Fiscal Year				
Base Enrollment		0	0	0
Lost to Attrition (should be negative)				
New to the Institution in the major				
Internal shifts from other programs				
Estimated total enrollment (headcount)	0	0	0	0
% of enrollment paying out-of state tuition				
Average number of courses per student per year				
Estimated credit hours per course (in the major)				
Base tuition revenue	Rate per credit hour			
In-State				
Out-of-State				
Differential tuition revenue (based on the additional amount requested) <i>[Graduate programs only]</i>				
In-State				
Out-of-State				

Enrollment and Tuition Revenue Worksheet

	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>
In-State student enrollment	0	0	0	0
Out-of-State rate student enrollment	0	0	0	0
In-State Credit Hour Production	0	0	0	0
Out of State Credit Hour Production	0	0	0	0
Base tuition revenue				
In-State	\$ -	\$ -	\$ -	\$ -
Out-of-State	\$ -	\$ -	\$ -	\$ -
Differential Tuition revenue (based on the additional amount requested)				
In-State	\$ -	\$ -	\$ -	\$ -
Out-of-State	\$ -	\$ -	\$ -	\$ -
Tuition Revenue Total				
Base Tuition Amount	\$ -	\$ -	\$ -	\$ -
Additional differential tuition amount	\$ -	\$ -	\$ -	\$ -
TOTAL Revenue	\$ -	\$ -	\$ -	\$ -
TOTAL HEADCOUNT ENROLLMENT	0	0	0	0

Other Funds Worksheet

Institution Requesting New Program	0
Program Name:	0
Semester and Year Program will Start	0
Date Submitted to USG for Review	1/0/1900

Federal funds, grants, external funds, endowments, or other funding						Fiscal Year 1		
Type (Federal Grant, Other Grant, Contract, Indirect Cost Recovery, Donation, Endowment, or other)	Source (name the source of the funds e.g. grant sponsor or donor)	Funding Period (Dates funding available for use)	Competitive? (Y/N)	Award Date	End date or sunset date	Recurring	One-Time	Total
Federal Grant	CFDA 123 STEM Infrastructure Grant	Oct 2022 To Sept 2224	Y	10/1/2022	9/30/2024			-
								-
								-
								-
								-
								-
								-
								-
								-
								-
								-
								-
TOTAL						-	-	-



Questions

Enrollment and Tuition Revenue Form
Other Funds Detail




Reassignment of Faculty and Staff



Reassignment of Faculty and Staff and impact on existing programs and courses

53. Explain how **current faculty and staff** will contribute to and be utilized for the program.[^]

 a. *How many faculty will be re-directed to this program from existing programs?*

Enter #

b. If this program is approved, what will be the new teaching load and distribution of time for the current faculty members? How will existing staff be impacted?

c. List the faculty that will be redirected from their current teaching load assignments to support this new program

d. Explain who will be teaching the existing courses that are being released so faculty can teach a new program course. Additionally, please discuss the fiscal implications associated with course releases and redirections of faculty.

e. What costs are included in your budget for course development? (Consider professional development, course development time buy out, overload pay, and re-training)

f. Attach your SACSCOC roster for the proposed program. Include in parentheses the individual with administrative responsibility for the program and whether listed positions are projected new hires and/or currently vacant.

Personnel - Reassigned or existing positions

Instructions: Enter data in the green shaded fields for faculty and staff that will be reassigned to staff the new program.
 Insert rows as needed if you need to list additional positions

	Name	Current Salary	Fringe Rate	Total Salary and Benefits	% dedicated to this program	New Program Personnel Cost	Year 1	Year 2	Year 3	Year 4
Full-time Faculty				0		-	-	-	-	-
Full-time Faculty				0		-	-	-	-	-
Full-time Faculty				0		-	-	-	-	-
Full-time Faculty Subtotal						-	-	-	-	-
Part-time Faculty				0		-	-	-	-	-
Part-time Faculty				0		-	-	-	-	-
Part-time Faculty Subtotal						-	-	-	-	-
Administrators (incl. program coordinators)				0		-	-	-	-	-
Administrators (incl. program coordinators)				0		-	-	-	-	-
Administrator Subtotal						-	-	-	-	-
Support Staff				0		-	-	-	-	-
Support Staff				0		-	-	-	-	-
Support Staff Subtotal						-	-	-	-	-
TOTAL Salary for existing personnel						-	-	-	-	-



Questions

Existing Faculty and Staff



New Faculty and Staff

54. Explain your plan for new faculty and staff for the program:

a. *How many new faculty will be needed for this program over the next four years? Enter #*

Explanation:

55. *How many new staff will be needed for this program over the next four years?*

Enter #

a. Discuss why new or additional staff resources are needed. Consider staff needs, support services (i.e. advisement, faculty support, etc.)



NEW FULL-TIME PERSONNEL

Personnel - New Positions <i>Full-Time Personnel</i>	Faculty Rank (Assistant, Associate, Full)	Number of Positions	Est. Starting Salary per position	Fringe rate	Total Salary and Benefits	% of salary dedicated for this program	Total Program Cost (new full-time positions)	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>
								\$	\$	\$	\$
Faculty (PhD or other terminal degree)	Associate Professor				\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
Faculty (Lecturer)					\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
Administrators (includes program coordinators)					\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
					\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
					\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
					\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
					\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
					\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
					\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
					\$ -		\$ -	\$ -	\$ -	\$ -	\$ -

VALIDATION

Faculty (PhD or other terminal degree)	-	-	-	-
Faculty (Masters)	-	-	-	-
Faculty (Lecturer)	-	-	-	-
Administrators (includes program coordinators)	-	-	-	-



Questions

New Faculty and Staff



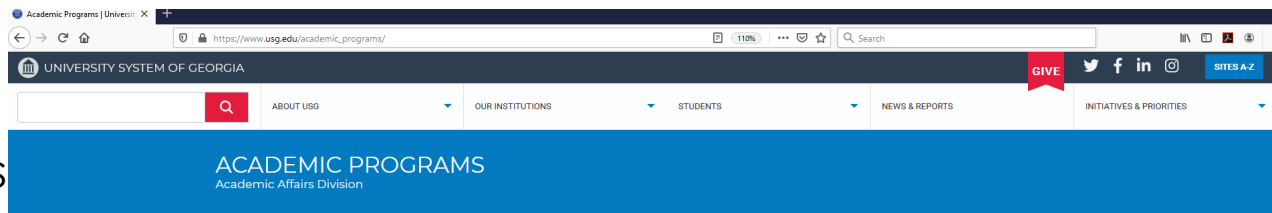
Feedback Questions



Website Resources

The USG academic affairs webpage will be updated to include links to the forms and presentations.

Links to the recordings of all trainings will also be posted on the “Program Authorization and Review” webpage



Enhancing educational opportunities at the associate, baccalaureate, masters, and doctoral levels



Home
General Information
Program Authorization and Review
Nexus Degree
External Programs: Off-Campus & Distance Learning Delivery
Program & Curriculum Changes

About Us

Mission Statement

The Office of Academic Programs strives to enhance educational opportunities at the associate, baccalaureate, masters, and doctoral levels by developing processes that are responsive to the economic, intellectual, and cultural needs of the state and the regions served by the 26 public institutions of the University System.

Academic program implementation will follow the model of a responsible culture that uses review and assessment to develop procedures that benefit students, faculty, and administrators while working as a unified system of educational opportunity. The development of academic programs comes with attendant foci and measures of accountability that collectively promote access to degree and course opportunities to a wide and diverse populace. The programs may be offered in multiple formats to meet the needs of multiple constituencies.



https://www.usg.edu/academic_programs/program_authorization_and_review

The Program Authorization and Review webpage has links to the forms and presentations

- Home
- General Information
- ▶ Program Authorization and Review
- Nexus Degree
- External Programs: Off-Campus & Distance Learning Delivery
- Program & Curriculum Changes
- Forms
- Contact Us

Program Authorization and Review

Guidelines and Documents for New Programs (2020)

- [Terminating - Submission Form](#) (requires SharePoint login)
- [Requesting Alternate Site](#) (requires SharePoint login)
- [Endowments and Appointments](#) (requires SharePoint login)
- [Academic Program Name Change](#) (requires SharePoint login)


Resources

- [Board of Regents Meeting Dates](#)
- [Occupational Projections and Report Resources](#) 
- [USG Academic Degree Program Application \(November 30, 2020\)](#) (Word) 
- [USG Academic Degree Program Application \(November 30, 2020\)](#) (PDF) 

Area F System Requirements

- [Area F Guidelines](#)

External Physical Site Inventory

- [BOR Policy 9.3 Facilities Approval for Off-Campus Instructional Sites](#)
- [Off-Campus Instructional Sites \(as of fall 2020\)](#) 

Training Links

- [USG PAR Process Overview Presentation \(Nov 30, 2020\)](#) 

Presentations



Academic Degree Proposals

- Launch new procedures, forms, and SharePoint site
 - January 4, 2021



Thank you for joining us
today

