

CHABSS
Guidelines for Departmental Distribution and Expenditure
of Extended Learning Funds
10/10/12

Background:

Each year, CHABSS Departments receive funds generated from their previous year's participation in Extended Learning programs (Open University and Special Session course offerings.) This document provides guidelines for the distribution of Extended Learning Funds (ELFs) within Departments, and recommends categories of expenditures appropriate for such funds. These recommendations address the impact of EL programs on Department budgets, and they recognize the additional workload placed upon faculty, staff, and chairpersons, resulting from Departmental participation in Extended Learning programs. These guidelines also bear in mind the varying levels of participation in EL programs among Departments, the differing amounts of ELFs returned to Departments, and the need for flexibility, given distinct Departmental profiles.

ELFs are generated from two sources: Open University enrollment and courses offered in Special Sessions. Each year, the Dean's Office receives the College-wide pool of ELFs for the previous year and distributes a portion of those funds to Departments. Departments are informed how much of their funding was generated via Open University and how much via Special-Session courses. Each year, ELFs are available to Departments for a range of uses. As general-fund dollars, they are subject to any year-end sweeps. Use of ELFs must comply with all university spending protocols and requirements and must follow HREO guidelines and relevant collective bargaining agreements.

Guidelines:

In deciding how to distribute funds, Departments are urged to consider these recommendations:

1. Expenditure of ELFs should provide support, directly or indirectly, for the EL programs in which they are generated.
2. The use of ELFs should be transparent at both the college and department levels. Chairs are expected to report annually to the department regarding their use of ELFs to further department goals.
3. ELFs may be directed to any of the following categories:
 - a. Stipends or professional development funds for Chairs (or their designees coordinating EL offerings) as compensation for administrative labors associated with the planning and delivery of Special Sessions offerings, year-round (including schedule planning; meetings and communications with EL staff and administrators; faculty recruitment, evaluation, mentoring; student-issue resolution; facility and equipment trouble-shooting; etc.) In determining the amount of stipends appropriate for such service, Departments should

consider the scale of their Special-Session and AY operations, the time-commitments placed on the Chair (or designee), and the overall availability of ELFs, relative to other fiscal needs and priorities. It may be appropriate for a department to devote as much as 50% of the ELFs to Chair compensation.

- b. Funding of professional development for Department staff. Examples of covered staff development expenses include, but are not limited to: specialized training, job-related coursework, professional travel, equipment and/or software.
- c. Professional development funds for faculty. Such funds might be distributed widely among Department faculty, on a per-capita share basis; they might be directed proportionately to those faculty who contribute most to Special Sessions programming, particularly in support of development in that area; or some combination of both, depending upon the availability of funds.
- d. Instructional equipment, media resources, and non-expendable supplies, particularly where such items are clearly geared to support of courses delivered in EL programs.
- e. Expendable instructional supplies, particularly where other funding sources do not already cover such expenses, or where additional supplies would enhance program quality.
- f. Funding of Student Assistants to support instruction and/or departmental operations
- g. Funding of Research Assistants to support faculty scholarship
- h. Funding student research projects or student professional travel, for both undergraduate and graduate students (if any).
- i. Other Departmental operating expenses, as needed.