

CHABSS  
Guidelines for Departmental Distribution and Expenditure of  
Extended Learning Funds  
Updated Summer 2021

This document provides guidelines for the distribution of Extended Learning Funds (ELFs) within Departments and explains categories of expenditures appropriate for such funds.

**Background:**

Each year, CHABSS Departments receive funds generated from their previous year's participation in the following three Extended Learning programs:

1. Special Sessions
  - a. Winter Intersession
  - b. Summer Session
2. Degree and Certificate Programs Offered Completely Through EL

ELFs are figured at the end of each fiscal year and transferred to the College for distribution early in the following fiscal year. Special Session funds are distributed 50% to the College and 50% to the corresponding department. Funds generated by Degree or Certificate programs are distributed 25% to the College and 75% to the corresponding department.

**Guidelines:**

ELFs are governed by EO 1099:

1. Expenditure of ELFs should provide direct support for the EL programs in which they are generated.
2. The use of ELFs should be transparent at both the college and department levels.
3. Chairs are expected to report annually to the department regarding their use of ELFs to further EL program goals.

**Examples of Qualified uses:**

1. Development of new EL programs, which may include faculty pay for designing and implementing a new program.
2. Professional development for TT or lecturer faculty who are actively teaching in Special Sessions or Degree or Certificate programs offered through EL.
3. 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 troubleshooting; etc.). In determining the amount of professional development 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.
4. Instructional equipment, media resources, and non-expendable supplies, where such items are clearly geared to support courses delivered in EL programs.

4. Expendable instructional supplies, particularly where other funding sources do not already cover such expenses, or where additional supplies would enhance EL program quality.
5. Funding of Student Assistants to support instruction and/or EL program operations
6. Funding of Research Assistants to support the faculty scholarship of those who teach through EL
7. Funding student research projects or student professional travel, for students who enroll in EL degree/certificate programs.
8. Scholarships for students enrolled in degree/certificate programs offered through EL
9. Other Departmental operating expenses to support EL courses and programs, as needed.
10. Hospitality costs associated with events specifically for EL students/programs.