Establish a New Department ID

Please return to the Budget Office (Fax: 4-9622, Email: budget@admin.fsu.edu, or MC: 1360)

Complete all items. If additional space is needed to answer any of the questions below, please include an attachment. For questions, call the Budget Office at 644-4203.

Department ID you wish to use (6 digits) 107084
Description (30 characters) Public Safety & Sec Grad NF
Short Description (10 characters) PSS-COAS

1. Purpose/Mission of Department
Activity to include processing of expenditures (salary, ops, etc.) and to collect revenue from the DLF's for Non FTE generating on-line courses offered by the College of Applied Studies (Panama City Campus) in Public Safety & Security graduate program.

2. Division Academic Affairs

3. School/College College of Applied Studies ODL

4. Area Public Safety & Security Distance Learning

5. Signature Authority: There must only be one Dean/Director/Department Head/Chair (DDDHHC) and one Budget Manager. OMNI allows for multiple Authorized Signers. The DDDHC is ultimately responsible for the department.

Name

DDDHC Dr. Susann Rudasill
Budget Manager Laurita M Jones
Signer Teresa Purvines
Signer Dr. Susann Rudasill
Signer Laurita M Jones

Signature

Employee ID

28824
60860
65903
82824
60860

6. Will this department cost-share with C&G? No

If yes, indicate Project ID

7. Specify fund type to be used with this department ID (check only ONE)

[ ] E&G
[ ] C&G
[ ] Auxiliary
[ ] Agency/Suspense
[ ] Student Activities
[ ] Technology Fee
[ ] Vending
[ ] Athletics
[ ] Loans/Scholarships

8. This activity is related to (check only ONE)

[ ] Instruction
[ ] Research
[ ] Panama City Branch
[ ] Administrative & General
[ ] Plant Operations & Maintenance
[ ] College of Medicine
[ ] Libraries
[ ] Organized Activities Related to Instruction
[ ] Other

9. Which Budgetary Account categories do you plan to use?

[ ] 710000 - Salary
[ ] 720000 - OPS
[ ] 740000 - Expense
[ ] 760000 - OCO
[ ] Other

10. Contact Person for this Request Laurita M Jones

Phone # 645-9917

Official Budget Office Use Only

Processed By

Date

Approved

Function Class

PCS Code

Waiver

CIP Code

Multi CIP

Multi CIP

BUD-1 Revised 01/2012
REQUEST TO ESTABLISH AN AUXILIARY OPERATION

Please return to the Budget Office (Fax: 4-9622, Email: xreimills3@admin.fsu.edu, or MC: 1360)

To be considered for approval as an auxiliary operation, a proposed activity must:

1. Clearly support the University’s mission of instruction, research, and public service,
2. Be an ongoing activity (not time-limited), and
3. Generate revenues exceeding $10,000 annually. (Note: Certain activities such as Materials and Supplies Fees may generate less than $10,000.)

If the above requirements are met, both the Request to Establish an Auxiliary Operation Form (including a rate schedule and detailed rate methodology) and the FSU Department ID Form should be completed and submitted to the Budget Office for review and approval by the parties listed on page 4. Once the auxiliary request has been approved, the Budget Office will notify the auxiliary department, and operations may commence.

Responses below should match those provided on the FSU Department ID Form:

Department Title (30 characters): Public Safety & Sec Grad NF

Dean/Director/Department Head/Chair (DDDHC): Susann Rudasill

Budget Manager: Laurita M Jones

Contact Person for this request: Laurita M Jones Phone Number: 645-9917

Please sign to indicate that you have reviewed Florida State University’s Auxiliary Policy (available at http://policies.vpfs.fsu.edu/bmanual/budget.html), and that the information provided in this request is complete and accurate to the best of your knowledge.

[Signature] 4/29/13

DDDHC

[Signature] 4/25/13

Budget Manager

To be completed by the Budget Office:

Enterprise Auxiliary
Sales and Services of Educational Activities
Sales and Services of Non-Educational Activities

Materials & Supplies Fees
Other

OH Assessment %: 1 Approved By: [Signature] Date: 6/7/13

BUD-6 Revised 01/2011 1 of 4
Request for Auxiliary Operation – Questionnaire
For questions, call the Budget Office at 644-4203.

Please attach proposed rates and a detailed and auditable rate methodology. If additional space is needed to answer any of the questions below, please include an attachment. Requests for online courses must be coordinated by Academic & Professional Program Services (APPS). Requestors should contact APPS prior to completing this form.

1. Has the Budget Manager listed on page 1 completed the appropriate FSU Training? ☐ Yes ☐ No (Visit http://omni.training.fsu.edu/ for more information on training opportunities)

2. Indicate the method that will be used for accepting collections: Student Financial Services - UCA 1500 (Example: cash register receipting in X Building, FSUCard Center, IDR)

3. Will this Auxiliary be collecting over $1,000 in cash, checks or credit card charges? ☐ Yes ☐ No If so, this activity will need to be approved as a cash collection point. (Visit http://controller.upfa.fsu.edu/Treasury-Cash-Management for the cash collection point application or more information)

4. Please write the official Mission Statement or purpose of the Auxiliary.

The purpose of the auxiliary will be for activity to include processing of expenditures (salary, ops and expenses) and to collect revenue from the DLF’s for Non FTE generating courses offered in the Public Safety & Security on-line graduate degree program for the College of Applied Studies located at the Panama City Campus.

5. Indicate the building and room number where the primary operations will occur: Online

6. Is the activity currently being performed through another entity? ☐ Yes ☐ No If “Yes”, please explain.

7. Will the activity involve E&G support? ☐ Yes ☐ No (Example: the use of E&G space, positions, equipment) If “Yes”, list the F&G positions or describe the other support in detail.

8. Many proposed auxiliaries are actually contracts that should be under the purview of Sponsored Research Services. Have you contacted SRS and ruled out this possibility? ☐ Yes ☐ No If “Yes”, with whom did you speak? N/A

9. Do you plan to do business with federally sponsored contracts and grants? ☐ Yes ☐ No The U.S. Office of Management and Budget has identified certain costs that may not be charged to federally sponsored contracts and grants, directly or indirectly (including federal flow-thru funding). Auxiliaries should ensure that rates charged to federally sponsored contracts and grants do not include unallowable costs. For more information contact Sponsored Research Services.

10. What is the source and amount of start-up funding for the new auxiliary operation?

N/A

BUD-6 Revised 01/2011 2 of 4
11. Will this auxiliary pay for any employee positions? ☐ Yes ☑ No
If “Yes”, provide an attachment that shows the following data for each:

<table>
<thead>
<tr>
<th>Position Number</th>
<th>Annual Gross Pay or Hourly Rate</th>
<th>FTE</th>
</tr>
</thead>
</table>

Position Number is only required if an existing position is to be used.

12. Estimate revenue and expense for the initial fiscal year and the next two fiscal years:

<table>
<thead>
<tr>
<th></th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance Forward</td>
<td>$0</td>
<td>$176</td>
<td>$582</td>
</tr>
<tr>
<td>Add: Revenue</td>
<td>$10,620√</td>
<td>$11,988√</td>
<td>$13,554√</td>
</tr>
<tr>
<td>Add: Transfers In</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Cash Available</td>
<td>$10,620</td>
<td>$12,164</td>
<td>$14,136</td>
</tr>
<tr>
<td>Deduct: Salary</td>
<td>$6,883√</td>
<td>$6,883</td>
<td>$6,883</td>
</tr>
<tr>
<td>Deduct: OPS</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Deduct: Expense</td>
<td>$3,030√</td>
<td>$4,100</td>
<td>$4,969</td>
</tr>
<tr>
<td>Total Operating Expenditures</td>
<td>$9,913</td>
<td>$10,983</td>
<td>$11,852</td>
</tr>
<tr>
<td>Deduct: Transfers Out*</td>
<td>$531√</td>
<td>$599√</td>
<td>$777√</td>
</tr>
<tr>
<td>Ending Cash Balance</td>
<td>$176</td>
<td>$582</td>
<td>$1,507</td>
</tr>
</tbody>
</table>

Cash as a % of Expenditures: 1.78% 5.30% 12.72%√

*Please consider the possibility of an overhead assessment (OHA) charge that will be transferred out beginning in year 3. For more information about the OHA and special agreements see [http://www.budget.fsu.edu/Auxiliaries](http://www.budget.fsu.edu/Auxiliaries).

13. Identify the entities to which you will provide sales or services, and the projected percentage of revenue for each:

<table>
<thead>
<tr>
<th>Type of User</th>
<th>Customers</th>
<th>Projected Sales</th>
<th>Percentage of Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internal</td>
<td>Your own department</td>
<td></td>
<td>0.00%</td>
</tr>
<tr>
<td></td>
<td>C&amp;G within your department</td>
<td></td>
<td>0.00%</td>
</tr>
<tr>
<td></td>
<td>Other PSU departments</td>
<td></td>
<td>0.00%</td>
</tr>
<tr>
<td></td>
<td>C&amp;G from other departments</td>
<td></td>
<td>0.00%</td>
</tr>
<tr>
<td>External</td>
<td>Students</td>
<td>$10,620√</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Other State agencies</td>
<td></td>
<td>0.00%</td>
</tr>
<tr>
<td></td>
<td>Other outside Customers</td>
<td></td>
<td>0.00%</td>
</tr>
<tr>
<td>Total Revenue</td>
<td></td>
<td>$10,620</td>
<td>100%</td>
</tr>
</tbody>
</table>
14. In some cases, sales tax should be collected. Will you be collecting tax?  C Yes  @ No
(Visit http://controller.utsa.edu/Tax-Administration/Tax-Resources-for-Faculty-and-Staff/ Frequently-Asked-Sales-Tax-Questions for more information)

The Budget Office will obtain the appropriate signatures below.

Please sign below to indicate you have reviewed and/or approve the information contained within this package.

[Signatures and dates]

[Signatures and dates]

[Signatures and dates]

[Signatures and dates]

[Signatures and dates]

Auxiliary Service Board
## Non-Fundable Distance Learning Course Fee per Student Credit Hour

### Section 1: Fund Balance Forward

<table>
<thead>
<tr>
<th></th>
<th>Fall</th>
<th>Spring</th>
<th>Summer</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hours per section</td>
<td>3</td>
<td>3</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sections per semester</td>
<td>2</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Students per section</td>
<td>2</td>
<td>2</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Total Estimated Credit Hours</td>
<td>12</td>
<td>6</td>
<td>0</td>
<td>18</td>
</tr>
</tbody>
</table>

### Section 2: Estimated Credit Hours

<table>
<thead>
<tr>
<th></th>
<th>Fall</th>
<th>Spring</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructional/ .25 FTE</td>
<td>$3,671</td>
<td>$1,835</td>
<td>$5,506</td>
</tr>
<tr>
<td>Fringe Benefits</td>
<td>459</td>
<td></td>
<td>459</td>
</tr>
<tr>
<td>Total Salary</td>
<td>$4,130</td>
<td>$2,294</td>
<td>$6,424</td>
</tr>
</tbody>
</table>

### Section 3: Estimated Expenditures

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advertising/Recruiting</td>
<td>$180</td>
</tr>
<tr>
<td>Communications</td>
<td>$100</td>
</tr>
<tr>
<td>Materials and Supplies</td>
<td>$300</td>
</tr>
<tr>
<td>Waivers</td>
<td>$100</td>
</tr>
<tr>
<td>Printing and Postage</td>
<td>$500</td>
</tr>
<tr>
<td>Travel</td>
<td>$1,000</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>$60</td>
</tr>
<tr>
<td>Total Expense</td>
<td>$2,049</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>OCO</td>
<td>$1,050</td>
</tr>
<tr>
<td>Total OCO</td>
<td>$3,099</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget Office OHA - 1%</td>
<td>$100</td>
</tr>
<tr>
<td>ODL Support - 5%</td>
<td>$354</td>
</tr>
<tr>
<td>Total Transfers</td>
<td>$354</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Estimated Expenditures</td>
<td>$6,992</td>
</tr>
</tbody>
</table>

### Section 4: Distance Learning Course Fee Calculation

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Estimated Expenditures</td>
<td>$10,612</td>
</tr>
<tr>
<td>Less Fund Balance Surplus / Plus Fund Balance Deficit</td>
<td>$10,612</td>
</tr>
<tr>
<td>Subtotal</td>
<td>$10,612</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Destination</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Divided by Total Estimated Credit Hours</td>
<td>18</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Distance Learning Course Fee per Student Credit Hour</td>
<td>$589.56</td>
</tr>
</tbody>
</table>

Rounding Up:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mentors (type)</td>
<td>$590.00</td>
</tr>
</tbody>
</table>

---

1. Unless market rate, the account is not intended to be revenue generating. As a result, each year's balance should not exceed 10% - 15% of each year's expenditures.

2. Fringe benefits are estimated based on 25% of the total salary changes and 1% for OIS employees.

3. For exact values see the Pears Sheet on the Sponsorship Research website.

4. If a graduate student, at least the minimum hourly rate must be paid. Hourly rates, waiver amounts, and health subsidy amounts are determined by The Graduate School each year. Check their website for actual values.

5. Please list the class of mentors (grad student, undergrad student, or professional) and the associated FTE of each app.

6. This is used to verify the need for waivers and health subsidy payments.

7. Casualty Insurance charges are billed when no auxiliary has salary and/or OIS money and begin in the auxiliary's third year of operations. They are charged in the fall, estimated at the rate of 1% of the total salary and OIS charges from year 1.

8. If the cost of equipment is included in rate calculation, depreciation on the equipment should not also be included.

9. An item is an OCO purchase if it has a life of more than a year and costs at least $3000.

10. OHA charges begin in the third year of an auxiliary's operations and are charged in the Spring.

11. They are calculated at the rate of 1% of the operating expenses from year 1.

12. ODL support is calculated as 3% of the collected revenue and is charged at the end of each term. To determine amount of ODL support, use estimated DL fee from 3-year plan and multiply by total value from year 16, then multiply this amount by 0.03.
### Three-Year Projection for Panama City Public Safety Graduates Program (Non-Fundable)

#### Income

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>FA</td>
<td>BP</td>
<td>SU</td>
<td>FA</td>
</tr>
<tr>
<td>Mix Rate 1</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Hours per section</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Sections per semester</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Students per section</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Student Tuition</td>
<td>$7,060</td>
<td>$3,540</td>
<td>$7,062</td>
<td>$3,988</td>
</tr>
</tbody>
</table>

#### Expenses

**COL EE&G**

- **Development Faculty**
  - Insert Faculty Name/25%: FA $3,171 BP $3,171 SU $3,171
  - Fringe - 25%: FA $3,171 BP $3,171 SU $3,171

- **Development Graduate Assistant**
  - Student Assistant: FA $3,161 BP $3,161 SU $3,161
  - Fringe - 1%: FA $3,161 BP $3,161 SU $3,161

- **Auxiliary Salaries**
  - Instructional/25 FTE: FA $5,171 BP $5,171 SU $5,171
  - Fringe - 25%: FA $5,171 BP $5,171 SU $5,171

- **Auxiliary OPS**
  - Instructional: FA $3,000 BP $3,000 SU $3,000
  - Administrative: FA $3,000 BP $3,000 SU $3,000

- **$5,000**
  - Mentors: FA $5,000 BP $5,000 SU $5,000

- **Grad Student Health Subsidy**
  - Fringe - 1%

- **Auxiliary Expenses**
  - Advertising/Recruiting: FA $80 BP $80 SU $80
  - Communications: FA $80 BP $80 SU $80
  - Materials and Supplies: FA $80 BP $80 SU $80
  - Graduation Wrappers: FA $80 BP $80 SU $80
  - Printing, Reproduction, & Postage: FA $80 BP $80 SU $80
  - Travel: FA $80 BP $80 SU $80
  - Computers and Technology: FA $80 BP $80 SU $80
  - Miscellaneous: FA $80 BP $80 SU $80
  - Casualty Insurance - 1%: FA $80 BP $80 SU $80

- **Auxiliary OCO**
  - Equipment: FA $80 BP $80 SU $80

#### Transfers Out

- **Budget Office OHA - 1%**: FA $80 BP $80 SU $80
- **COL Support Services - 5%**: FA $80 BP $80 SU $80

**TOTAL AUXILIARY EXPENDITURES**

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>FA</td>
<td>BP</td>
<td>SU</td>
</tr>
<tr>
<td>Budget Office OHA - 1%</td>
<td>$804</td>
<td>$804</td>
<td>$804</td>
</tr>
<tr>
<td>COL Support Services - 5%</td>
<td>$804</td>
<td>$804</td>
<td>$804</td>
</tr>
</tbody>
</table>

**TOTAL AUXILIARY EXPENDITURES**

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>FA</td>
<td>BP</td>
<td>SU</td>
</tr>
<tr>
<td>TOTAL AUXILIARY EXPENDITURES</td>
<td>$8,253</td>
<td>$3,621</td>
<td>$-</td>
</tr>
</tbody>
</table>

**Notes**:

1. The minimum rate is calculated at the per credit hour tuition and associated fees (either resident or nonresident) per the Panama City campus; includes an estimated 10% inc.

2. Fringe benefits are estimated at 25% of the total salary charges and 1% of OPS charges.

3. For actual values see the Facts Sheet on the Sponsored Research website.

4. Mentors are determined by The Graduate School each year. Check their website for actual values.

5. Please list the class of mentor (grad student, undergrad student, or professional) and the associated FTE of eachmentor.

6. Casualty insurance charges are billed when an auxiliary uses salary and/or OPS money and begin in the auxiliary’s third year of operations. They are charged in the Fall, estimated at the rate of 1% of the total salary and OPS charges from year 1.

7. If equipment is included in the budget, depreciation on the equipment can be included as an expense.

8. An item is an OCO purchase if it has a life of more than a year and costs at least $5000.

9. OHA charges begin in the third year of an auxiliary’s operations and are charged in the Spring.

10. They are calculated at the rate of 1% of the total operating expenditures from year 1.

11. The account is not intended to be revenue generating. As a result, each year’s balance should not exceed 10 - 15% of each year’s expenditures.

12. No semester should have a negative balance unless no revenue is collected and administrative charges are the only charges for the semester.
LETTER OF AGREEMENT
4/4/2013

This Letter of Agreement between the Florida State University Panama City campus College of Applied Studies and Florida State University Office of Distance Learning (FSU/ODL) outlines their collaboration on the offering of the following graduate courses online in Public Safety and Security program.

CJE 5766 Forensic Science in Investigation
CJE 5225 Introduction to Forensic Entomology
CJE 5226 Forensic Entomology Field Collection Techniques

Instructional Project Manager: Dr. Tami Im

I. Statement of General Principles

This Letter of Agreement (LOA) covers services that will be provided to support offering online courses to students at a distance. FSU/ODL and the Florida State University Panama City campus College of Applied Studies share the following goals for this program:

A. Sustainability: The Public Safety and Security graduate online courses will be sustainable: (1) the academic unit is committed to offering the course(s) on an ongoing basis, and (2) the economics of course delivery, including revisions to maintain currency of design and content, allow it to be self-supporting after initial development.

B. Quality and Flexibility: The Public Safety and Security graduate online courses will be high in quality and flexible to allow the integration of on-campus and online offerings.

C. Availability: The course(s) will be offered regularly in an appropriate time-frame and format that will make sections regularly available to the targeted student population.

D. Accessibility: The course(s) will be designed, produced, and tested to ensure accessibility to students with disabilities as covered by State of Florida and Federal Standards.

The provision of services under this LOA will begin when all signatories have executed this Agreement. This document is not a contract and is intended only to outline the scope of work and to identify the areas of collaboration between the Florida State University Panama City campus College of Applied Studies and FSU/ODL.

II. Scope of Responsibilities

A. The Office of Distance Learning will provide the following services in support of the Public Safety and Security graduate online courses:

1. The Office of Distance Learning will provide an Instructional Project Manager (IPM), who will serve as the ODL and academic unit liaison for communicating and managing requests for support products and services.

2. The ODL Business Manager will serve as the liaison with the academic unit on financial issues and will:
a. Apply for the DL auxiliary account through the FSU Budget Office for the delivery and maintenance of that program or course.

b. Maintain the Blackboard Organization for Budget Snapshots for all DL programs and courses.

c. Respond to DL auxiliary account audits.

3. Student Support Services – FSU/ODL academic coordinators will:

a. Orient the Florida State University Panama City campus College of Applied Studies staff to issues related to course creation (in Course Schedule Master file), course coding for distance learners, student location coding, advising and tracking online learners, admission and registration of online learners, and other issues related to offering distance courses on an ongoing basis.

b. Facilitate proctored testing with the ODL Assessment and Testing unit (ODL/CAT). Florida State University Panama City campus College of Applied Studies faculty must schedule proctored tests in advance and exam materials must be provided in a timely manner. Detailed policies and procedures concerning proctored testing are available online (see http://cat.fsu.edu/test/distancelearning/).

c. Consult with the academic unit’s distance learning coordinator(s) and faculties to identify resources for recruiting and training distance learning mentors.

4. Learning Management System (Blackboard™) and Technology Unit will:

a. Provide hardware, software and helpdesk support including maintenance of servers and networks.

b. Provide and support various distance learning technologies.

c. Develop and distribute distance learning technology training for DL instructors and mentors.

B. Florida State University Panama City campus College of Applied Studies will, in return for support provided by ODL and to support program development efforts described herein, accomplish the following:

1. Provide the departmental infrastructure (including administrative and student support services) necessary to allow access and advising for that college’s or department’s distance programs and courses.

2. Develop, maintain, implement, and obtain faculty approval for a course-offering schedule that results in the course being offered at least once a year.

3. Obtain all required academic unit, college, and university-level approvals for delivery of an online course prior to the first distance offering (e.g., Curriculum Request Form).

4. Comply with Academic Unit and University procedures for creating and coding courses in the databases of the Office of the Registrar.

5. Require mentors and teaching assistants who serve as online course facilitators to obtain online mentor certification from FSU/ODL prior to delivery of the online course to be mentored. Note: This training is provided at no cost to the college or the student.

6. Administer and review electronic course evaluations at the end of each course.

7. With the support of the ODL PM, accomplish the following:
a. Conform to the standards in the Quality Matters™ Rubric.

b. Develop and implement recruitment efforts for the purpose of recruiting students.

III. Financial Arrangements

See Attachment A for the Projected Budget and Course Development/Offering Schedule. In addition:

A. FSU will collect tuition and additional DL auxiliary fees of $85 per credit hour for non-lab courses.

B. The course(s) will have a minimum enrollment of 2 students and no maximum enrollment. (after 30, trained online mentors may be appointed).

C. The actual number of mentors appointed to support the course(s) is contingent upon the department’s rate of pay, whether tuition waivers are required or provided, the number of students enrolled in the course(s), and the revenue generated. The auxiliary revenue for mentors for each term must be equal to or greater than the mentor expenses.

D. Fundable (FTE generating) course delivery is part of faculty’s in-load teaching assignment as determined by the department or academic unit.

E. ODL will maintain an auxiliary account for all auxiliary funds generated by the additional course fees. ODL cannot guarantee that the account will be established and may need to keep the auxiliary fees in an existing account. In all cases, revenues must be sufficient to ensure that course offerings are financially sustainable for at least three years.

F. Payments for FSU faculty will be processed via FSU’s appointment system, and require the signatures of the Dean of the FSU Panama City campus College of Applied Studies, the Director of ODL, and the Dean of the Faculties to be processed. All appointments should be submitted to the ODL HR representative.

G. Florida State University Panama City campus College of Applied Studies will be credited for all FTE generated by the course(s) and program(s) developed and offered as a result of this LOA.

IV. Termination

The State of Florida’s performance and obligation to pay under this Agreement is contingent upon an annual appropriation by the Legislature. Further, this Agreement may be terminated by the state upon thirty (30) days’ written notice if funding for this Agreement is specifically eliminated.

V. Certification

By signature below, The Florida State University official executing this Agreement certifies that he/she is authorized by the President, The Florida State University, or a legally appointed designee, to act for and on behalf of the agency head for The Florida State University, in signing the Agreement, and that said Agreement is in compliance with the requirements of Chapter 216, Florida Statutes.
IN WITNESS WHEREOF, this Letter of Agreement is signed and executed as of the last date indicated.

Dr. Susann Rudasill, Director
FSU Office of Distance Learning
Dr. Steve Leach
Associate Dean
College of Applied Studies

Date 4/3/13  Date 4/16/13

Dr. Robert Bradley, Vice President of
Planning & Programs
Dr. Ken Shaw
Dean
College of Applied Studies

Date N/A
Date 4/22/13

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no development
Attachment A: Projected Budget and Course Development/Offering Schedule

* There will be no course development.

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