REQUEST TO ESTABLISH AN AUXILIARY OPERATION

Please return to the Budget Office (Fax: 4-9622, Email: mmillis3@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): MECHANICAL ENG GRAD-F

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

Budget Manager: Laura M Jones

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

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

[Signature] 7/30/14

Date

[Signature] 7/30/2014

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: 8/12/14
Request for Auxiliary Operation – Questionnaire
For questions, call the Budget Office at 544-1203.

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 PSU Training? ☑ Yes ☐ No
   (Visit http://ammi.trainings.fsu.edu/ for more information on training opportunities)

2. Indicate the method that will be used for accepting collections: __________
   (Examples: cash register receipting in X Building, PSU Card 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.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.

   To assist in the support and maintenance of the new FTE generating on-line Graduate Mechanical Engineering program/electives within the College of Engineering.

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

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
   (Examples: the use of E&G space, positions, equipment)
   If “Yes”, list the E&G positions or describe the other support in detail.

   Faculty will teach as a part of their in-load assignments.

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?

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
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>PTE</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>$42</td>
<td>$134</td>
</tr>
<tr>
<td>Add: Revenue</td>
<td>$3,150</td>
<td>$3,150</td>
<td>$4,200</td>
</tr>
<tr>
<td>Add: Transfers In</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Cash Available</td>
<td>$3,150</td>
<td>$3,192</td>
<td>$4,334</td>
</tr>
<tr>
<td>Deduct: Salary</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Deduct: OPS</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Deduct: Expense</td>
<td>$2,950</td>
<td>$2,900</td>
<td>$3,930</td>
</tr>
<tr>
<td><strong>Total Operating Expenditures</strong></td>
<td>$2,950</td>
<td>$2,900</td>
<td>$3,930</td>
</tr>
<tr>
<td>Deduct: Transfers Out*</td>
<td>$158</td>
<td>$158</td>
<td>$240</td>
</tr>
<tr>
<td><strong>Ending Cash Balance</strong></td>
<td>$42</td>
<td>$134</td>
<td>$164</td>
</tr>
</tbody>
</table>

Cash as a % of Expenditures 1.42% 4.62% 4.17%

*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 entries 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 FSU 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>$3,150</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><strong>Total Revenue</strong></td>
<td></td>
<td>$3,150</td>
<td>100%</td>
</tr>
</tbody>
</table>
In some cases, sales tax should be collected. Will you be collecting tax?  
(Visit http://controller.sfsu.edu/Tax-Administration/Tax-Resources-for-Faculty-and-Staff/Frequently-Asked-Sphy-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]

Budget Office

Office of Audit Services

Sponsored Research Services

Office of the Provost

Controller's Office

Auxiliary Service Board

BUD-6 Revised 01/2011
## Section 1: Fund Balance Forward (if applicable)
- $0

## Section 2: Estimated Credit Hours

<table>
<thead>
<tr>
<th>Year</th>
<th>Fall</th>
<th>Spring</th>
<th>Summer</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015</td>
<td></td>
<td></td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>2016</td>
<td>3</td>
<td>1</td>
<td>0</td>
<td>4</td>
</tr>
<tr>
<td>2016</td>
<td>0</td>
<td>15</td>
<td>0</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td>0</td>
<td>46</td>
<td>0</td>
<td>46</td>
</tr>
</tbody>
</table>

## Section 3: Estimated Expenditures

<table>
<thead>
<tr>
<th>Category</th>
<th>2015</th>
<th>2016</th>
<th>2016</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Fringe - 17%</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>OPS 1</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Mentors</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Grad Student Health Subsidy</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Fringe - 1%</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Total OPS</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Advertising/Receiving</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Communications</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Office Supplies</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Wages</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Printing/Postage</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Travel</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Computer/ Tech support</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Casualty Insurance - 1%</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Total Expense</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>OCO - 1</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Total OCO</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Overhead Assessment - 1%</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Cd Support - 5%</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Total Transfers</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Total Estimated Expenditures</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

## Section 4: Distance Learning Course Fee Calculation

### Total Estimated Expenditures
- $3,137

### Law Fund Balance Surplus / Plus Fund Balance Deficit
- $3,137

### Subtotal
- $3,137

### Divided by Total Estimated Credit Hours
- 46

### Total Distance Learning Course Fee per Student Credit Hour
- $69.71

**ROUND UP:**
- $70.00

---

1. Fringe benefits are calculated at 17% of the total salary, benefits and 1% for OPS. Fringe values vary by the base on the Sponsored Research office. The 17% fringe does not include a 2% estimate for health insurance.
2. These amounts are determined by The Graduate School each year. Check their website for actual values.
3. Casualty Insurance charges are billed when the advisory has salary and/or ONS money and begins in the advisory's third year of operations. They are charged in the fall based on the rate of 1% of the total salary and ONS charges (less travel). The rate is 1% of the salary plus any ONS charges (less travel) at 1% of the salary.
4. OSA charges begin in the third year of an advisory's operations and are charged in the Spring. OSA charges are calculated at the rate of 1% of the operating expenses for the year.
5. OOC support is charged at 5% of the OOS rate and is in addition to the rate of 8% support. To determine amount of OOS support, multiply the OOS rate by the number of student credit hours for the fall and spring.
6. OOS support is charged at 5% of the OOS rate and is in addition to the rate of 8% support. To determine amount of OOS support, multiply the OOS rate by the number of student credit hours for the fall and spring.
### Three-Year Budget Projection for Mech Eng Graduate Courses (Graduate)

#### Income

<table>
<thead>
<tr>
<th>Source</th>
<th>F14</th>
<th>F15</th>
<th>EU</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>0</td>
<td>5</td>
<td>0</td>
</tr>
<tr>
<td>Students per section</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Total</td>
<td>5</td>
<td>5</td>
<td>0</td>
</tr>
</tbody>
</table>

#### Expenses

**O&G B & G**

- **Development Faculty**
  - **Steve Van Soover, 25 FTE**
    - $21,228
  - **1.25 FTE**
    - $15,000
  - **Fringe Benefits - 25%**
    - $3,300

- **Development Graduate Assistants**
  - **Student A, 25%**
    - $1,500
  - **Student B, 25%**
    - $1,500
  - **Health Subsidy**
    - $500
  - **Fringe - 1%**
    - $500

**Auxiliary Salaries**

- **Administrative**
  - $1,500
  - **Fringe - 25%**
    - $375

**Auxiliary O & P**

- **Administrative**
  - $1,500
- **Grad Student Health Subsidy**
  - $500
- **Fringe - 1%**
  - $50

**Auxiliary Expenses**

- **Advertising/Recruiting**
  - $500
- **Communications**
  - $100
- **Materials and Supplies**
  - $200
- **Travel**
  - $200
- **Computers and Technology**
  - $500
- **Miscellaneous**
  - $500
- **Casualty Insurance - 1%**
  - $20

**Auxiliary OCC**

- **Equipment**
  - $500

**Transfers Out**

- **Budget Office OHA - 1%**
  - $150
- **CDL Support Services - 1%**
  - $30

**TOTAL AUXILIARY EXPENDITURES**

- $3,108

**FSIU/CDL Revenue Totals**

- $3,108

**FSIU/CDL Expenses Totals**

- $3,108

**Total Net Auxiliary Revenue**

- $0

### Course Development Schedule

<table>
<thead>
<tr>
<th>Course(s)</th>
<th>Enter Faculty Name(s)</th>
<th>Develop</th>
<th>Offer</th>
<th>Develop</th>
<th>Offer</th>
<th>Develop</th>
<th>Offer</th>
</tr>
</thead>
<tbody>
<tr>
<td>EML5163</td>
<td>Steve Van Soover</td>
<td></td>
<td></td>
<td>0</td>
<td>0</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>EML5290</td>
<td>Steve Van Soover</td>
<td></td>
<td></td>
<td>0</td>
<td>0</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>Mentors 1:20 (graduate students)</td>
<td></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td>0</td>
</tr>
</tbody>
</table>

*Note: 1% = 25%@*
THE FLORIDA STATE UNIVERSITY
BUDGET OFFICE

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) 107101
Description (30 characters) MECHANICAL ENG GRAD-F
Short Description (10 characters) M. ENG GRAD

1. Purpose/Mission of Department

To assist in the support and maintenance of the new FTE generating on-line Graduate Mechanical Engineering program/electives within the College of Engineering.

2. Division

[Box checked] Academic Affairs

3. School/College

[Box checked] Office of Distance Learning

4. Area

[Box checked] Office of Distance Learning

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

Name

DDDHC

Dr. Susann Rudsill

Budget Manager

Laurita M. Jones

Signer

JoAnn Jinks

Signature

[Signature]

Employee ID

28824

60860

06614

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/Suspece ☐ 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 ☐ ☐

RUD-1 Revised 01/2012
LETTER OF AGREEMENT

6/25/2014

This Letter of Agreement between the Florida State University College of Engineering Department of Mechanical Engineering (COEng/ME) and the Florida State University Office of Distance Learning (FSU/ODL) outlines their collaboration on the development of the ME Grad/Undergrad Electives online.

ME Grad/Undergrad Electives:
- EML5162/4161 Cryogenics
- EML5930/4930 Principles of Magnet Technology

Instructional Project Manager: Annette Jones, PhD

I. Statement of General Principles

This Letter of Agreement (LOA) covers the revision and conversion to an online format of ME Grad/Undergrad Electives. This LOA also covers services that may be provided to support offering online courses to students at a distance. FSU/ODL and the COEng/ME share the following goals for this program:

A. Sustainability: The ME Grad/Undergrad Electives 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: The ME Grad/Undergrad Electives will be high in quality as determined by FSU/ODL and/or department review using the Quality Matters™ (QM) rubric.

C. Availability: The course(s) will be offered regularly in an appropriate timeframe 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 FSU, 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 COEng/ME and FSU/ODL.

II. Scope of Responsibilities

A. The Office of Distance Learning will provide the following services in support of ME Grad/Undergrad Electives development:

1. Collaborate with COEng/ME staff to facilitate the appointment of faculty to support online course development.

2. The ODL Assistant Director for Administration will serve as the liaison with the academic unit on financial issues and will:
   a. Manage the ODL E&G budget expenditures for the development phase of the program or course.
   b. If necessary, apply for the DL auxiliary account through the FSU Budget Office.
   c. Maintain the Blackboard Organization for Budget Snapshots for all DL programs and courses.
   d. Respond to DL auxiliary account audits.
3. An Instructional Project Manager (IPM) will support the development of the ME Grad/Undergrad Electives, and will perform the following tasks:
   a. Serve as the FSU/ODL and academic unit liaison for communicating and managing requests for distance learning support products and services.
   b. Coordinate the scope and schedule for the development phase of the distance learning program or course to ensure timely completion.
   c. Facilitate copyright clearance through university affiliated copyright management services.
   d. Assist faculty with the integration and use of selected technology tools and coordinate the production of digital media through the FSU/ODL Instructional Technology Unit.
   e. Develop and distribute distance learning technology training for DL instructors and mentors.
   f. Recommend proctored testing services through the ODL Assessment and Testing unit (ODL/AT).
   g. Maintain a “course repository” for project documents, online course templates, relevant public domain tools, and materials.
   h. Identify course design tools to assist faculty who are assigned course development responsibilities including but not limited to: effective learning strategies related to instructional design, current assessment tools, and instructor/student interaction techniques.

   Note: Basic course development does not include certain interactive media-based activities that may require audio, video, or programming, nor does it cover authoring for delivery via CD-ROM rather than online. Requests for production support beyond basic development should be submitted on the Media Request Form (Appendix C) and may require an addendum to this Agreement and supplemental cost sharing.

4. Student Support Services – FSU/ODL program specialists will:
   a. Orient the COEng/ME staff to any requirements related to course creation in the Campus Solutions Curriculum Management System (CSCMS).
   b. Consult with the academic unit’s distance learning staff and faculties to identify resources for recruiting and training distance learning mentors.
   c. Refer distance learning student inquiries to the appropriate academic department.
   d. Ensure course coding is correct and add distance learning fees to the CSCMS.

5. 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.

B. The COEng/ME will, in return for support provided by FSU/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 administrative 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 Application).

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

5. Require faculty who receive FSU/ODL online course development funding to complete Online Instructor Training Level I prior to delivery of the online course being developed. This training is an asynchronous online offering in Blackboard™ and is available at no cost to the college.

6. Require mentors and teaching assistants who serve as online course facilitators to complete Online Mentor Training prior to delivery of the online course to be mentored. This training is an asynchronous online offering in Blackboard™ and is available at no cost to the college.

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

8. Modify Faculty Assignments of Responsibility (AOR) to provide release time for online course development efforts described in this LOA.

9. With the support of the ODL project team, accomplish the following:
   a. Develop course overviews and introductions that outline the purpose and structure of each course.
   b. Create course module level objectives that are measurable and written from the students’ perspective.
   c. Develop instructional materials that contribute to the achievement of course and module objectives.
   d. Build assessments that are consistent with objectives, activities, and resources. Schedule proctored tests in advance and provide exam materials in a timely manner. Detailed policies and procedures concerning proctored testing are available online at http://cat.fsu.edu/test/distancelearning.
   e. Provide learning activities that align with objectives and provide opportunities for interaction that support active learning.
   f. Use technology tools and media that support the course learning objectives.
   g. Allow instructions or links to technical support, accessibility policies and services, and academic/student support services.
   h. Ensure that course design and development is completed within the time frame provided in the course development schedule.
   i. Conform to the standards in the Quality Matters™ Rubric.
   j. 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 $70 per credit hour.

B. The course(s) will have a minimum enrollment of 10 students and a maximum enrollment of 20 students (after 20, trained online mentors may be appointed).

C. ODL may provide up to two semesters of .25 FTE release time for a faculty member (.5 FTE total). ODL may fund faculty appointments on an overload basis with departmental approval and if E&G OPS funding is available. ODL does not provide GA support or tuition waivers for development.
D. 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.

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

F. 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.

G. Payments for FSU faculty will be processed via FSU's appointment system, and require the signatures of the Dean of the COEng/ME, the Director of ODL, and the Dean of the Faculties to be processed. All appointments should be submitted to the ODL HR representative via ODL spreadsheet or ODL appointment form.

H. COEng/ME will be credited for all FTE generated by the course(s) and program(s) developed and offered as a result of this LOA.

IV. Funding

A. This Agreement is funded by E&G funds designated for online course development.

B. Payment by ODL of faculty inload/overload compensation for the development of online courses is contingent upon the availability of those funds allocated for FY 2014-2015.

V. 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.

VI. Timeline

See Attachment B for the Project Timeline.

VII. 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. Emmanuel Collins  
Department Chair  
Mechanical Engineering  

Dr. Sally McRorie, Interim Provost & VP  
Faculty Development and Advancement  

Dr. Yaw Yeboah  
Dean  
College of Engineering  

Revised 6/27/14
Attachment A: Projected Budget

See Attached Budgets
## Attachment B: Project Timeline

### Three (3) Year Projection for Mech. Eng. Graduate/Undergraduate Electives

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<tr>
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<tbody>
<tr>
<td>EML5162/4161 Cryogenics</td>
<td>D</td>
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<td>O</td>
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<tr>
<td>EML5930/4930 Principles of Magnet Technology</td>
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D = Develop  
O = Offer
## Guidelines for Proposing New Online Programs or Courses

<table>
<thead>
<tr>
<th>Development–Delivery Elements</th>
<th>Responses</th>
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<tbody>
<tr>
<td><strong>1. Course Development</strong></td>
<td>The Mechanical Engineering Department in cooperation with the Magnet Lab has developed two courses that are currently offered to FSU graduate and undergraduate students. These courses should have broad appeal within as well as outside FSU to students and working professionals. Putting these courses on-line will make them more accessible.</td>
</tr>
<tr>
<td>What is the motivation for developing the online course or program?</td>
<td>The Department of Mechanical Engineering is quite interested in the development of these on-line classes. The Chair has indicated a willingness to provide release time for the course developer to work on putting these courses on-line and supporting their implementation. The Magnet Lab has offered to support a TA to assist the instructor with the on-line course management.</td>
</tr>
<tr>
<td>Describe the level of departmental support.</td>
<td>EML 5162/4161 Cryogenics has already been approved for traditional delivery to graduates and undergraduates. A new course number will be requested for EML5930/4930 Principles of Magnet Technology when the course is developed.</td>
</tr>
<tr>
<td>• Dean? • Chair? • Faculty?</td>
<td>The department will apply for a change in delivery using the Curriculum Request Application in the semester that the courses are developed.</td>
</tr>
<tr>
<td>Program approval completed?</td>
<td>EML 5162/4161 – Cryogenics - Fa2014 (Develop), Sp2016 (Offer) EML 5930/4930 – Principles of Magnet Technology - Fa2015 (Develop), Sp2017 (Offer)</td>
</tr>
<tr>
<td>• Graduate Policy Committee • Undergraduate Policy Committee</td>
<td>When will you offer the first course(s)? The first fully online offering of EML5162/4161 will be Spring 2016.</td>
</tr>
<tr>
<td>Course approval considered (Form 2)? • University Curriculum Committee</td>
<td>How many courses will be developed (new) or converted to online (existing)? Two existing courses will be converted to on-line format</td>
</tr>
<tr>
<td>What course(s) will be offered? (Develop a rollout schedule.)</td>
<td>When will the courses be developed or converted? EML 5162/4161 – Cryogenics - Fa2014 (Develop), Sp2016 (Offer) EML 5930/4930 – Principles of Magnet Technology - Fa2015 (Develop), Sp2017 (Offer)</td>
</tr>
<tr>
<td>When will you offer the first course(s)?</td>
<td>Do any online courses exist within the department already? No. However, the department is working to start offering on-line courses within the core undergraduate curriculum. The first online undergraduate course, EML3014 will be offered Sp 2015.</td>
</tr>
<tr>
<td>Development–Delivery Elements</td>
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<tr>
<td>What are the department’s and faculty’s experiences in developing online courses?</td>
<td>The faculty member who will lead this activity has no prior experience with development or teaching of on-line courses.</td>
</tr>
<tr>
<td>What are the department’s and faculty’s experiences in teaching online?</td>
<td>The department is working to start offering on-line courses within the core undergraduate curriculum. The first online undergraduate course will be offered Sp 2015. Faculty will be working with ODL and attending training beginning Summer 2014.</td>
</tr>
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</table>
| Who will serve as program coordinator (the primary point of contact for program level decisions related to online learning program development and delivery)? | Prof. Steven W. Van Sciver  
vnsciver@magnet.fsu.edu  
850-644-0998                                                                                                                                 |
| Is there enough faculty release time available for individual faculty to develop the courses? | yes                                                                                                                                 |
| 2. Quality and Flexibility                                                                   |  
| Will the academic program comply with University admissions guidelines?                       | Yes, the admission guidelines will follow FSU policy and are equivalent to current admission standards.                                      |
| Are the courses comparable in quality (instruction, learning outcomes, and assessments) to courses taught on campus? | Yes, the courses will be comparable in quality. Lecture content will be comparable to current traditionally delivered courses.  
Activities and assessments will be adjusted to be appropriate for online delivery. |
| 3. Availability                                                                               |  
| What demand or need is there for the online course or program?                                | The courses will continue to be offered to traditional students but will give them more flexibility in scheduling. In addition, the courses should have an appeal to non-degree seeking professionals. Since these courses are unique and highly technical, the demand will mainly be from similar research facilities and industries worldwide that do not have access to such courses. We believe that providing such a unique educational opportunity will be of considerable interest once it is known to be available. |
| Describe the research or needs assessment done to determine need or demand.                   | The Magnet Lab receives its main source of funding from the National Science Foundation. This funding agency is keenly interested in having an educational component to Magnet Science and Technology. Although we have developed the above mentioned courses for local students the impact on the broader community of interested scientists and engineers has been limited. |
| Does the department have the resources to offer the online program while maintaining its on-campus programs? Will the face-to-face program still be needed after development of the online program? | Once the on-line courses are fully available, we do not anticipate offering the courses face-to-face as part of the ME Department’s program. They will continue to be available to FSU students through the on-line format. |
| Will the course(s) be offered regularly in an appropriate sequence, time frame, and format that will allow students to complete degree or certificate requirements within the specified time frame (e.g., two years for graduate programs; four years for undergraduate programs)? | The courses will continue to be offered on their current schedule with one course being taught per year, usually in the spring.  
This will allow interested graduate and undergraduate students to fit the courses within their degree program. Non-degree students may take the courses whenever available. |
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<td><strong>4. Accessibility (ADA Requirements)</strong></td>
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<tr>
<td>Will the course(s) be designed, produced, and tested to increase accessibility to students with disabilities as covered by State of Florida and Federal 508 Standards?</td>
<td>The courses will be designed such that any student who has access to a computer will be able to participate.</td>
</tr>
<tr>
<td>Will the course serve the traditional on-campus student population in Florida, as well as online students in and out-of-state?</td>
<td>The courses will help traditional students meet their degree requirements and support on-time completion. In addition, the course will be open to non-degree professionals from anywhere in the world.</td>
</tr>
<tr>
<td><strong>5. Sustainability</strong></td>
<td></td>
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<tr>
<td>Does the program consist of courses that the academic unit is committed to offering regularly?</td>
<td>These courses have been part of the ME department curriculum for 20 years. There is no plan to discontinue offering them.</td>
</tr>
<tr>
<td>Will the program be self-supporting after development?</td>
<td>Yes the courses will be FTE generating and E&amp;G supported. Additional support for the courses will be generated from DL fees.</td>
</tr>
<tr>
<td><strong>6. Return on Investment</strong></td>
<td></td>
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<tr>
<td>What is the projected enrollment for individual courses and the program?</td>
<td>We expect that these courses will continue to draw the 10 to 20 FSU students that currently attend the face-to-face courses. We anticipate the non-FSU enrollment to start relatively low (&lt; 10), but grow over time once they become better known in the community.</td>
</tr>
<tr>
<td>How will the program or course(s) benefit the University (e.g., cost savings, other financial benefits, increased enrollments, reduced faculty workload, decreased facilities usage)?</td>
<td>It is anticipated that the university will benefit from increased graduate and undergraduate FTE. Having the courses available on-line should make them more sustainable as they free up faculty time that would normally be used to prepare lectures and shift that time to engaging students. We also believe that offering such on-line courses will be of great interest to the National Science Foundation possibly leading to additional revenue to FSU, the Magnat Lab, and the Mechanical Engineering Department to support and maintain the program.</td>
</tr>
<tr>
<td>How will these savings be generated? If there are none, is there a way that the program could be offered so that there would be cost savings?</td>
<td>Potential savings could be generated from a decreased need of facilities which frees up space for other courses. Once the courses have sufficient enrollment, the DL fee could support funding for a graduate student to serve as a course mentor.</td>
</tr>
<tr>
<td>What are the benefits for the department?</td>
<td>The courses will generate FTE, tuition, as well as greater exposure as a result of offering courses to non-degree professionals.</td>
</tr>
<tr>
<td>Will the online course carry an auxiliary distance-learning fee? Will the DL fee cover all subsequent teaching (mentors) and development costs (course revision)?</td>
<td>We expect that the on-line course would include a distance learning fee to cover the cost of mentors, some technology and future course revisions.</td>
</tr>
<tr>
<td>How will the program’s success be evaluated (e.g., increased graduate enrollment, higher success rates, increased retention, cost savings, enhanced learning outcomes)?</td>
<td>The success of the course will be mainly measured in terms of increased graduate enrollment.</td>
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Updated 1/30/2012
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<td><strong>7. Budget</strong></td>
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<tr>
<td>How much developmental support/release time will be needed (1) to develop the content and (2) work with ODL to convert to the current LMS? At most, ODL may provide two semesters of .25 FTE release time or its equivalent (37.5% in the summer term) for a faculty member and three semesters of .25 FTE release time for a GA per course. (This may be provided in two semesters at a .50-.25 rate, or vice versa. A GA may not receive .75 FTE in one semester.)</td>
<td>Developmental support is sought for 0.25 FTE fall semester 2014-5 for the faculty member who will be converting the existing course to on-line.</td>
</tr>
<tr>
<td>Will media development be needed? Make requests for media development via the Online Digital Media Request Form (campus.fsu.edu log in required.)</td>
<td>TBD</td>
</tr>
<tr>
<td>Will instructors be paid in-load or overload, with E&amp;G or Auxiliary funds? Does this decision reflect the department’s current student FTE goals? Does this decision reflect the university’s current FTE goals?</td>
<td>The instructor will be paid in-load with E&amp;G funds. This is consistent with the department’s FTE goals.</td>
</tr>
<tr>
<td>You should estimate the anticipated course/program costs using the attached budget worksheet. An estimate of development and delivery costs will be required as an attachment to the final Letter of Agreement between your College/Department and ODL.</td>
<td>A budget estimate has been submitted separately.</td>
</tr>
</tbody>
</table>

Updated 1/30/2012