REQUEST TO ESTABLISH AN AUXILIARY OPERATION

Please return to the Budget Office (Fax 4-9622, Email: mmills3@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): A&S CALCULUS UG-F

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

Budget Manager: Laurita M Jones

Contact Person for this request: Laurita M Jones Phone Number: 850-645-9917

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

[Signature]

Date 8/8/14

Budget Manager

Date 8/8/2014

To be completed by the Budget Office:

- Enterprise Auxiliary
- Materials & Supplies Fees
- Sales and Services of Educational Activities
- Sales and Services of Non-Educational Activities
- Other

OH Assessment %: 1 Approved By: __________________________ Date: __________________________
Request for Auxiliary Operation – Questionnaire

For questions, call the Budget Office at 644-2403.

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://amni.training.fsu.edu/ for more information on training opportunities)

2. Indicate the method that will be used for accepting collections: ☐ Student Financial Services
   (Example: cash register receipting in X Building, FSU 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.sfsu.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 support and maintain the on-line (FTE UG) Calculus with Analytic Geometry I & II courses for the College of Arts & Sciences Mathematics Department.

5. Indicate the building and room number where the primary operations will occur: ☐ On-line

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 E&G positions or describe the other support in detail.

   Faculty will teach as a part of their in-load assignment(s).

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
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>$588</td>
<td>$976</td>
</tr>
<tr>
<td>Add: Revenue</td>
<td>$62,400</td>
<td>$62,400</td>
<td>$62,400</td>
</tr>
<tr>
<td>Add: Transfers In</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Cash Available</td>
<td>$62,400</td>
<td>$62,988</td>
<td>$63,376</td>
</tr>
<tr>
<td>Deduct: Salary</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Deduct: OPS</td>
<td>$36,764</td>
<td>$36,764</td>
<td>$36,764</td>
</tr>
<tr>
<td>Deduct: Expense</td>
<td>$21,928</td>
<td>$22,128</td>
<td>$21,396</td>
</tr>
<tr>
<td>Total Operating Expenditures</td>
<td>$58,692</td>
<td>$58,892</td>
<td>$58,160</td>
</tr>
<tr>
<td>Deduct: Transfers Out*</td>
<td>$3,120</td>
<td>$3,120</td>
<td>$3,707</td>
</tr>
<tr>
<td>Ending Cash Balance</td>
<td>$588</td>
<td>$976</td>
<td>$1,509</td>
</tr>
</tbody>
</table>

   Cash as % of Expenditures: 1.00%  1.66%  2.59%  

   *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.

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 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>$62,400</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>$62,400</td>
<td>100%</td>
</tr>
</tbody>
</table>
14. In some cases, sales tax should be collected. Will you be collecting tax?  

C Yes  G No

[Visit: http://controller.ufl.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.

__________________________  9/16/14

Charles "Ken"
Budget Office

__________________________

N/A
Office of Audit Services

__________________________  9/16/14

Daneal Raley
Sponsored Research Services

__________________________  9/16/14

Office of the Provost

__________________________

Controller's Office

Auxiliary Service Board
### Distance Learning Course Fee Calculation

<table>
<thead>
<tr>
<th>Total Estimated Expenditures</th>
<th>$62,767</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less Fund Balance Surplus / Plus Fund Balance Deficit</td>
<td>$0</td>
</tr>
<tr>
<td>Subtotal</td>
<td>$62,767</td>
</tr>
<tr>
<td>Divided by Total Estimated Credit Hours</td>
<td>960</td>
</tr>
<tr>
<td>Total Distance Learning Course Fee per Student Credit Hour</td>
<td>$65.38</td>
</tr>
</tbody>
</table>

**Notes:**
- Some amounts are determined by the Distance Learning School each year. Check their website for annual values.
- Casualty insurance costs billed with annual statements and are charged at the end of each semester. In the event of an accident, the insurance would be the school's.
- OCO amounts are determined by the Distance Learning School each year. Check their website for annual values.
- Distance Learning School and OCO amounts are determined by the Distance Learning School each year. Check their website for annual values.
- OCO, Support - 5%, $1,560 | $1,560 |
| Total Transfers | $1,560 | $2,147 | $3,707 |
| Total Estimated Expenditures | $31,374 | $31,360 | $62,767 |

---

**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>2014</td>
<td>4</td>
<td>4</td>
<td>0</td>
<td>8</td>
</tr>
<tr>
<td>2015</td>
<td>4</td>
<td>4</td>
<td>0</td>
<td>8</td>
</tr>
<tr>
<td>2016</td>
<td>4</td>
<td>4</td>
<td>0</td>
<td>8</td>
</tr>
<tr>
<td>Total</td>
<td>12</td>
<td>12</td>
<td>0</td>
<td>24</td>
</tr>
</tbody>
</table>

**Section 3: Estimated Expenditures**

<table>
<thead>
<tr>
<th>Item Description</th>
<th>2014</th>
<th>2015</th>
<th>2016</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative</td>
<td>$6</td>
<td>$6</td>
<td>$6</td>
<td>$18</td>
</tr>
<tr>
<td>Fringe - 17% 1</td>
<td>$6</td>
<td>$6</td>
<td>$6</td>
<td>$18</td>
</tr>
<tr>
<td>Admin.</td>
<td>$16,600</td>
<td>$16,600</td>
<td>$33,200</td>
<td>$33,200</td>
</tr>
<tr>
<td>Grants</td>
<td>$2,600</td>
<td>$2,600</td>
<td>$5,200</td>
<td>$5,200</td>
</tr>
<tr>
<td>Total OPS</td>
<td>$18,272</td>
<td>$18,324</td>
<td>$36,596</td>
<td>$36,596</td>
</tr>
<tr>
<td>Admis. 1, Reg. 1</td>
<td>$7,284</td>
<td>$7,284</td>
<td>$14,568</td>
<td>$14,568</td>
</tr>
<tr>
<td>Office Supplies</td>
<td>$3,600</td>
<td>$3,600</td>
<td>$7,200</td>
<td>$7,200</td>
</tr>
<tr>
<td>Total Expenses</td>
<td>$11,452</td>
<td>$10,864</td>
<td>$22,316</td>
<td>$22,316</td>
</tr>
<tr>
<td>OCO 4</td>
<td>$656</td>
<td>$656</td>
<td>$656</td>
<td>$656</td>
</tr>
<tr>
<td>Total OCO</td>
<td>$656</td>
<td>$656</td>
<td>$656</td>
<td>$656</td>
</tr>
<tr>
<td>Overhead Assessment - 1% 1</td>
<td>$387</td>
<td>$387</td>
<td>$774</td>
<td>$774</td>
</tr>
<tr>
<td>OCO, Support - 5% 2</td>
<td>$1,560</td>
<td>$1,560</td>
<td>$3,120</td>
<td>$3,120</td>
</tr>
<tr>
<td>Total Transfers</td>
<td>$1,560</td>
<td>$2,147</td>
<td>$3,707</td>
<td>$3,707</td>
</tr>
<tr>
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<td>$31,374</td>
<td>$31,360</td>
<td>$62,767</td>
<td>$62,767</td>
</tr>
</tbody>
</table>

---

**Section 4: Distance Learning Course Fee Calculation**

<table>
<thead>
<tr>
<th>Total Estimated Expenditures</th>
<th>$62,767</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less Fund Balance Surplus / Plus Fund Balance Deficit</td>
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</tr>
<tr>
<td>Subtotal</td>
<td>$62,767</td>
</tr>
<tr>
<td>Divided by Total Estimated Credit Hours</td>
<td>960</td>
</tr>
<tr>
<td>Total Distance Learning Course Fee per Student Credit Hour</td>
<td>$65.38</td>
</tr>
<tr>
<td>------------------------------</td>
<td>------------------</td>
</tr>
<tr>
<td><strong>Development Faculty</strong></td>
<td></td>
</tr>
<tr>
<td>0.25 FTE</td>
<td>$1,500 $1,500</td>
</tr>
<tr>
<td>0.5 FTE</td>
<td>$3,000 $3,000</td>
</tr>
<tr>
<td>Fringe Benefits - 25%</td>
<td></td>
</tr>
<tr>
<td>Development Graduate Ass</td>
<td></td>
</tr>
<tr>
<td>Student A (25%)</td>
<td></td>
</tr>
<tr>
<td>Student B (25%)</td>
<td></td>
</tr>
<tr>
<td>Health Subsidy</td>
<td></td>
</tr>
<tr>
<td>Fringe - 1%</td>
<td></td>
</tr>
<tr>
<td><strong>Auxiliary Expenses</strong></td>
<td></td>
</tr>
<tr>
<td>Advertising/Recruiting</td>
<td></td>
</tr>
<tr>
<td>Communications</td>
<td></td>
</tr>
<tr>
<td>Materials and Supplies</td>
<td></td>
</tr>
<tr>
<td>Matriculation Waivers</td>
<td></td>
</tr>
<tr>
<td>Parking, Reproduction, Postage</td>
<td></td>
</tr>
<tr>
<td>Travel</td>
<td></td>
</tr>
<tr>
<td>Computers and Technology</td>
<td></td>
</tr>
<tr>
<td>Miscellaneous</td>
<td></td>
</tr>
<tr>
<td>Casualty Insurance - 1%</td>
<td></td>
</tr>
<tr>
<td><strong>Auxiliary O&amp;O</strong></td>
<td></td>
</tr>
<tr>
<td>Equipment</td>
<td></td>
</tr>
<tr>
<td><strong>Transfers Out</strong></td>
<td></td>
</tr>
<tr>
<td>Budget Office OHA - 1%</td>
<td></td>
</tr>
<tr>
<td>ODL Support Services - 5%</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL AUXILIARY EXPENDITURES</strong></td>
<td></td>
</tr>
<tr>
<td><strong>FSU/ODL Revenue Totals</strong></td>
<td></td>
</tr>
<tr>
<td><strong>FSU/ODL Expenses Totals</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Total Net Auxiliary Revenue</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Course Development Schedule</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Development Year</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Enter Faculty Name</strong></td>
<td></td>
</tr>
<tr>
<td><strong>FA</strong></td>
<td></td>
</tr>
<tr>
<td><strong>SP</strong></td>
<td></td>
</tr>
<tr>
<td><strong>SU</strong></td>
<td></td>
</tr>
<tr>
<td><strong>FA</strong></td>
<td></td>
</tr>
<tr>
<td><strong>SP</strong></td>
<td></td>
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<tr>
<td><strong>SU</strong></td>
<td></td>
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<tr>
<td><strong>FA</strong></td>
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<tr>
<td><strong>SP</strong></td>
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<td><strong>SU</strong></td>
<td></td>
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<tr>
<td><strong>FA</strong></td>
<td></td>
</tr>
<tr>
<td><strong>SP</strong></td>
<td></td>
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<tr>
<td><strong>SU</strong></td>
<td></td>
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<tr>
<td><strong>FA</strong></td>
<td></td>
</tr>
<tr>
<td><strong>SP</strong></td>
<td></td>
</tr>
<tr>
<td><strong>SU</strong></td>
<td></td>
</tr>
</tbody>
</table>

Note: The table contains financial data and budget projections for different categories such as Development Faculty, Auxiliary Revenue, and Development Graduate Ass. It also includes auxiliary expenses, transfers out, and course development schedule details. The data is organized in a tabular format with years and various subcategories. The currency is in dollars.
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)  
107102

Description (30 characters) A85 CALCULUS UG-F

Short Description (10 characters) A85 CAL-F

1. Purpose/Mission of Department

To support and maintain the on-line (FTE UG) Calculus with Analytic Geometry I & II courses for the College of Arts & Sciences Mathematics Department.

2. Division

Academic Affairs

3. School/College

Office of Distance Learning

4. Area

Office of Distance Learning

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

Name

DDDH: Dr. Susann Rudasill

Budget Manager: Laurita M Jones

Signer: JoAnn Jirak

Signature

Employee ID

28824

50860

000314

6. Will this department cost-share with C&G? [ ] No [ ] Yes, indicate Project ID

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

○ F&G  ○ C&G  ○ Auxiliary  ○ Agency/Suspense  ○ Student Activities

○ Technology Fees  ○ 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
LETTER OF AGREEMENT

July 28, 2014

This Letter of Agreement between the Florida State University College of Arts and Sciences, Department of Mathematics (A&S/Mathematics) and the Florida State University Office of Distance Learning (FSU/ODL) outlines their collaboration on the offering of the following A&S/Mathematics courses online:

MAC2311 Calculus with Analytic Geometry I
MAC2312 Calculus with Analytic Geometry II
Instructional Project Manager: Joseph Clark

I. Statement of General Principles

This Letter of Agreement (LOA) covers services that may be provided to support offering online courses to students at a distance. FSU/ODL and the A&S/Mathematics share the following goals for this program:

A. Sustainability: The A&S/Mathematics 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: The A&S/Mathematics courses 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.

E. Consistent with A&S Policy: All agreements herein must be consistent with the current Arts & Sciences Online Course Policies (Attachment B).

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 A&S/Mathematics courses and FSU/ODL.

II. Scope of Responsibilities

A. The Office of Distance Learning will provide the following services in support of A&S/Mathematics courses:

1. The ODL Assistant Director for Administration will serve as the liaison with the academic unit and the Arts and Sciences Dean’s office 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.
2. An Instructional Project Manager (IPM) will serve as the FSU/ODL and academic unit liaison for communicating and managing requests for distance learning support products and services.

3. Student Support Services – FSU/ODL program specialists will:
   a. Orient the A&S/ Mathematics 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.

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.

B. A&S/Mathematics 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 courses 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 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.

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

7. With the support of the ODL project team, 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 $65 per credit hour.

B. The course(s) will have a minimum enrollment of 60 students and a maximum enrollment of 200 students (after 30, trained online mentors may be appointed at a pro-rated FTE and with the approval of the College of Arts and Sciences).

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 College of Arts and Sciences, 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.

G. A&S/Mathematics 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  Date  Dr. Xiaoming Wang  Date  Dr. Sam Huckaba  Date
FSU Office of Distance Learning

Dr. Sally McRorie
Interim Provost & VP for Faculty  Date  Dean  Date  Dean  Date
Development and Advancement

College of Arts and Sciences

Revised 7/8/14
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Dr. Susann Rudasill, Director
FSU Office of Distance Learning

Date

Dr. Xiaoming Wang
Chair
Department of Mathematics

Date

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

Date

Dr. Sam Huckaba
Dean
College of Arts and Sciences

Date

7/17/14
Attachment A: Projected Budget and Course Offering Schedule
State-fundable vs. Non State-fundable Courses
1. College of Arts & Sciences ODL courses/sections are normally offered as state-fundable (instructor effort for course delivery paid from E&G funds).
2. Requests to offer a course or section in a non state-fundable format require approval by the College before the course is scheduled. Such exceptions will not normally be considered unless a department or unit has met target student credit hour goals in the preceding year.

Enrollment Expectations
1. Each section of an online course should have at least 30 students. Mentors are allocated once enrollment has reached 60 students.
2. Additional sections will not be opened until existing sections reach capacity.
3. Enrollments are a factor in determining the continuation of the online course.
4. The College reserves the right to limit the maximum enrollment per section, the number of sections offered per semester and/or the frequency at which a course may be offered.

Appointments
ODL appointments of faculty and mentors must be made in accordance with the respective Collective Bargaining Agreement. Summer teaching assignments must also comply with a department’s written criteria and policy rotation for summer appointments.

Mentors/Graduate Assistants
1. Mentors must be qualified graduate students who meet college and departmental standards for appointment as a Teaching Assistant or Graduate Assistant. Mentors must be enrolled in the semester of their appointment and eligible for a fee waiver. GA’s assisting with development of the course must also satisfy these requirements.
2. Mentor appointments must follow the general ratio of one mentor at .50 FTE appointment to every sixty students.

| Student Enrollment | .50 FTE Mentor Appointments
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<tr>
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<tbody>
<tr>
<td>60-89</td>
<td>1</td>
</tr>
<tr>
<td>90-119</td>
<td>1.5</td>
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<tr>
<td>120-149</td>
<td>2</td>
</tr>
<tr>
<td>150-179</td>
<td>2.5</td>
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</tbody>
</table>

*.50 appointments may be split as needed. For example, for a class with an enrollment of 60 it is possible to appoint either two mentors at .25 or one at .50. For a class with an enrollment of 90, it is possible to appoint three mentors at .25 or one .50 and one at .25.
Use of Online Fee Revenue

State-fundable
The revenue collected from distance learning fees will be used in the following priority order:

1. Mentors (graduate teaching assistants)
2. Mentors’ matriculation waivers
3. Other expenses directly related to the online course.

Non State-fundable (instructor is paid from course fees)
The revenue collected for distance learning fees will be used in the following priority order:

1. Instructor’s compensation
2. Mentors (graduate teaching assistants)
3. Mentors’ matriculation waivers
4. Other expenses directly related to the online course.

Spending guidelines and documentation requirements
1. All expenditures must directly support the additional costs attributable to the offering of the course online.
2. Expenses may be prorated as appropriate to ensure that the online fees are directly supporting the online course.
3. Departments will be expected to contribute comparable resources to online courses as they would to face-to-face courses.

Review of ODL offerings
1. The College reserves the right to review ODL offerings on a periodic basis to ensure that they continue to meet departmental and college needs, goals and standards.
2. The College will review any course in which enrollment either exceeds or falls short of budgeted projections by more than 25% of minimums/maximums.

Exceptions
Exceptions to this policy must be approved by the Dean prior to implementation.
LETTER OF AGREEMENT

July 8, 2014

This Letter of Agreement between the Florida State University College of Arts and Sciences, Department of Mathematics (A&S/Mathematics) and the Florida State University Office of Distance Learning (FSU/ODL) outlines their collaboration on the offering of the following A&S/Mathematics courses online:

MAC2311 Calculus with Analytic Geometry I
MAC2312 Calculus with Analytic Geometry II
Instructional Project Manager: Tami Im

I. Statement of General Principles

This Letter of Agreement (LOA) covers services that may be provided to support offering online courses to students at a distance. FSU/ODL and the A&S/Mathematics share the following goals for this program:

A. Sustainability: The A&S/Mathematics 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: The A&S/Mathematics courses 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 A&S/Mathematics courses and FSU/ODL.

II. Scope of Responsibilities

A. The Office of Distance Learning will provide the following services in support of A&S/Mathematics courses:

1. 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.

2. An Instructional Project Manager (IPM) will serve as the FSU/ODL and academic unit liaison for communicating and managing requests for distance learning support products and services.
3. Student Support Services – FSU/ODL program specialists will:
   a. Orient the A&S/Mathematics 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.

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

B. A&S/Mathematics 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 courses 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 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.
6. Administer and review electronic course evaluations at the end of each course.
7. With the support of the ODL project team, 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 $65 per credit hour.
B. The course(s) will have a minimum enrollment of 60 students and a maximum enrollment of 200 students (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.