REQUEST TO ESTABLISH AN AUXILIARY OPERATION

Please return to the Budget Office (Fax 4-9622, Email: mmill3@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): ART ELECTIVES FUNDABLE
Dean/Director/Department Head/Chair (DDDHC): Susann Rudasill
Budget Manager: Susan Minnerly
Contact Person for this request: Susan Minnerly
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.html), and that the information provided in this request is complete and accurate to the best of your knowledge.

DDDHC

Budget Manager

To be completed by the Budget Office:

Department ID: ________________________

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

OH Assessment %: 1 Approved By: [Signature] Date: 1/28/13

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? (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
   (Example: cash register receipting in X Building, FACard 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.fsfu.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 collect revenue and pay expenditures for elective courses in art online distance learning Fundable

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
   (Example: the use of E&G space, positions, equipment)
   If “Yes”, list the E&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?

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>
<tbody>
<tr>
<td></td>
<td></td>
<td>-----</td>
</tr>
</tbody>
</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>Balance Forward</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add: Revenue</td>
<td>$21,450</td>
<td>$52,800</td>
<td>$59,400</td>
</tr>
<tr>
<td>Add: Transfers In</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deduct: Salary</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deduct: OPS</td>
<td>$11,236</td>
<td>$29,795</td>
<td>$29,795</td>
</tr>
<tr>
<td>Deduct: Expense</td>
<td>$8,815</td>
<td>$19,211</td>
<td>$26,206</td>
</tr>
<tr>
<td>Total Operating Expenditures</td>
<td>$20,051</td>
<td>$49,006</td>
<td>$56,001</td>
</tr>
<tr>
<td>Deduct: Transfers Out*</td>
<td>$1,073</td>
<td>$2,640</td>
<td>$3,171</td>
</tr>
<tr>
<td>Ending Cash Balance</td>
<td>$326</td>
<td>$1,480</td>
<td>$1,708</td>
</tr>
</tbody>
</table>
   
   Cash as a % of Expenditures: 1.63% ✓ 3.02% ✓ 3.05% ✓

*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>$21,450 ✓</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></td>
<td>Total Revenue</td>
<td>$21,450</td>
<td>100%</td>
</tr>
</tbody>
</table>

BUD-6 Revised 01/2011
14. In some cases, sales tax should be collected. Will you be collecting tax?  ☑ Yes  ☐ No

(Visit https://controller.sfsu.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.

Budget Office

__________________________  1/28/13

Date

Office of Audit Services

__________________________  

Date

Sponsored Research Services

__________________________  

Date

Office of the Provost

__________________________  

Date

Controller’s Office

__________________________  

Date

Auxiliary Service Board

__________________________  

Date
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) 107070

Description (30 characters) Art Electives Fundable

Short Description (10 characters) ART ELECT

1. Purpose/Mission of Department
   To collect revenue and pay expenditures for elective courses in Art

2. Division Academic Affairs

3. School/College Visual Arts, Theater, and Dance

4. Area Art and Art History

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

Name

DDDHC Susann Rudasill

Budget Manager Susan Minnerly

Signer Susann Rudasill

Signature

Employee ID

28824

213076

213076

28824

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 Susan Minnerly

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
**Fundable Distance Learning with a Distance Learning Course Fee Template**

**List Course Sections/Program:** Art Electives - F 107070 320

**Contact Person/Phone:** Susan Minnery 645.9917

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### Section 1: Fund Balance Forward (if applicable)


---

### Section 2: Estimated Credit Hours

<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></td>
<td></td>
</tr>
<tr>
<td>Sections per semester</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Students per section</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Estimated Credit Hours</td>
<td>150</td>
<td>240</td>
<td>0</td>
<td>390</td>
</tr>
</tbody>
</table>

---

### Section 3: Estimated Expenditures

<table>
<thead>
<tr>
<th>Description</th>
<th>Fall</th>
<th>Spring</th>
<th>Summer</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fringe Benefits †</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Total Salary</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>OPS 1</td>
<td>3,500</td>
<td>7,000</td>
<td></td>
<td>$11,236</td>
</tr>
<tr>
<td>OPS 2</td>
<td>125</td>
<td>500</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grad Student Health Subsidy ‡</td>
<td>34</td>
<td>75</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total OPS</td>
<td>3,664</td>
<td>7,575</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Advertising/Recruiting</td>
<td>500</td>
<td>575</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>Waiver</td>
<td>2,088</td>
<td>4,176</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>1,475</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Travel</td>
<td>112</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>4,176</td>
<td>4,751</td>
<td>-</td>
<td>$8,927</td>
</tr>
<tr>
<td>OCCO §</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total OCCO</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Overhead Assessment - 1% §</td>
<td>-</td>
<td>202</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ODL Support - 5% §</td>
<td>413</td>
<td>660</td>
<td></td>
<td>$1,275</td>
</tr>
<tr>
<td>Total Transfers</td>
<td>413</td>
<td>862</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Estimated Expenditures</td>
<td>8,250</td>
<td>13,188</td>
<td>-</td>
<td>$21,438</td>
</tr>
</tbody>
</table>

---

### Section 4: Distance Learning Course Fee Calculation

- **Total Estimated Expenditures:** $21,438
- **Less Fund Balance Surplus / Plus Fund Balance Deficit:** -
- **Subtotal:** $21,438
- **Divided by Total Estimated Credit Hours:** 390
- **Total Distance Learning Course Fee per Student Credit Hour:** $54.97

---

1. Fringe benefits are estimated based on the total salary charges (25% for fall, spring, 15% for summer) and 1% for OPS employees.

2. These accounts are determined by The Graduate School each year. Check their website for actual values.

3. Casualty Insurance charges are billed when an auxiliary has 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.

4. If the cost of equipment is included in rate calculations, depreciation on the equipment should not also be included. An item is an OCCO purchase if it has a life of more than a year and costs at least $5000.

5. OHA charges begin in the third year of an auxiliary's operations and are charged in the spring. They are calculated at the rate of 1% of the operating expenses from year 1.

6. ODL support is calculated at 3% of the collected revenue and is charged at the end of each semester. To determine amount of ODL support, use estimated DL fee from 3-year plan and multiply by total value from revenue collected, then multiply this amount by 0.03.

---

**Rate rounded to** $55
# Public Art 2 Courses (Fundable)

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>FA</td>
<td>SP</td>
<td>SU</td>
<td>FA</td>
</tr>
<tr>
<td>Min Rate 4</td>
<td>3</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>Hours per section</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sections per semester</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Student Tuition</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>50</td>
</tr>
<tr>
<td>$30,586 $38,537</td>
<td>$134,655</td>
<td>$134,655</td>
<td>$174,154</td>
<td>$174,154</td>
</tr>
<tr>
<td>$14,000</td>
<td>$14,000</td>
<td>$66,500</td>
<td></td>
<td></td>
</tr>
<tr>
<td>$5,000</td>
<td>$5,000</td>
<td>$3,028</td>
<td></td>
<td></td>
</tr>
<tr>
<td>$6,014</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>$15,377</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Expenses

### ODI, E&G

**Development Faculty**
- Lauren Weingarten: $8,704, 5,833
- Anne Stagg: $5,073, 3,400
- Fringe Benefits: $3,444, 1,096

**Development GA**
- Morgan McComick: $2,500
- Gita Aparicio: $2,500
- Heah Stokely: $500
- Fringe - 1%: $53

**Total**
- ODI, E&G: $38,081

### Auxiliary Revenue

**Auxiliary Revenue**
- Auxiliary DL Fee: $8,250, 13,200
- Total: $29,700, 29,700

### Auxiliary Duties

**Administrative**
- Fringe - 25%: $3

**Fringe**
- $3

**Total**
- Auxiliary: $38,081

### Auxiliary OPB

**Mentors**
- $3,500
- $7,000

**Grad Student Health Subsidy**
- $125
- $500

**Administrative**
- $580
- $1,000

**Total**
- Auxiliary OPB: $3,500

### Auxiliary Expenses

**Recruiting**
- $500

**Communications**
- $575

**Matriculation Waivers**
- $2,089

**Printing, Reproduction, & Postage**
- $1,000

**Travel**
- $580

**Computers and Technology**
- $1,475

**Casualty Insurance - 1%**
- $112

**Total**
- Auxiliary Expenses: $500

### Transfers Out

**OHA Budget Office - 1%**
- $251

**GDL Support Services - 2%**
- $6,083

**Total Auxilllary Expenditures**
- $29,700

### Course Development Schedule

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>FA</td>
<td>SP</td>
<td>SU</td>
<td>FA</td>
</tr>
<tr>
<td>Public Art I</td>
<td>Lauren Weingarten</td>
<td>Develop</td>
<td>Develop</td>
<td>Develop</td>
</tr>
<tr>
<td>Public Art II</td>
<td>Anne Stagg</td>
<td>Develop</td>
<td>Develop</td>
<td>Develop</td>
</tr>
</tbody>
</table>

### Notes

- The table includes detailed financial data for the Public Art 2 Courses, covering income, expenses, and revenue sources.
- The expenses are broken down into categories such as Development Faculty, Fringe Benefits, and Auxiliary OPB.
- The course development schedule indicates which courses are offered in each year.
LETTER OF AGREEMENT
8/15/2012

This Letter of Agreement between the Florida State University College of Visual Arts, Theatre and Dance Department of Art and Department of Art History and Florida State University Office of Distance Learning (FSU/ODL) outlines their collaboration on the development of an offering of the Public Art I and Public Art II online.

Course:
Public Art I (3)
Public Art II (3)

Instructional Project Manager: Dr. E Shen

I. Statement of General Principles

This Letter of Agreement (LOA) covers the revision and conversion to an online format of Public Art I and Public Art II. This LOA also covers services that will be provided to support offering online courses to students at a distance. FSU/ODL and the College of Visual Arts, Theatre and Dance Department of Art and Department of Art History share the following goals for this program:

A. Sustainability: The Public Art I and Public Art II 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 Art I and Public Art II 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 College of Visual Arts, Theatre and Dance Department of Art and Department of Art History and FSU/ODL.

II. Scope of Responsibilities

A. The Office of Distance Learning will provide the following services in support of Public Art I and Public Art II development:

1. Collaborate with College of Visual Arts, Theatre and Dance Department of Art and Department of Art History personnel to facilitate the appointment of faculty and graduate assistants to support online course development. This support will be in the form of personnel appointments executed by ODL in partnership with academic departments.

2. The ODL Business Manager 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. Apply for the DL auxiliary account through the FSU Budget Office for the delivery and maintenance of that program or course.

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 Public Art I and Public Art II, and will perform the following tasks:

a. Serve as the ODL and academic unit liaison for communicating and managing requests for support products and services,

b. Manage the scope and schedule for the development phase of the program to ensure timely completion.

c. Facilitate copyright clearance through university affiliated copyright management services.

d. Assist faculty in identifying the needs and requirements for teaching technology services, and make arrangements for and coordinate the production of digital media resources.

e. Identify course design tools to aid faculty in course planning and development.

f. Maintain a "course repository" for project documents, online course templates, relevant public domain tools, and materials.

g. Consult with individual faculty who are assigned course development responsibilities to provide information on current and effective learning strategies for the program's courses and on the design of information, instruction, assessment, and student interactions in the program's courses.

h. Assist faculty with the integration and use of the selected technology tools.

i. Provide guidance on the implementation of the infrastructure within the academic unit that is necessary for the creation and maintenance of an online course or program.

Note: Basic course development does not include interactive media-based activities that 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 will be addressed on a case-by-case basis and may require supplemental cost sharing with the academic unit.

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

a. Orient the College of Visual Arts, Theatre and Dance Department of Art and Department of Art History 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/AT). The College of Visual Arts, Theatre and Dance Department of Art and Department of Art History 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.
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.
   c. Develop and distribute distance learning technology training for DL instructors
      and mentors.

B. The College of Visual Arts, Theatre and Dance Department of Art and Department
   of Art History 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. Modify Faculty Assignments of Responsibility to provide release time for online course
   development efforts described in this LOA.

8. 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.
   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 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 $55 per credit hour.

B. The course(s) will have a minimum enrollment of 30 students and a maximum enrollment of 50 students (after 30, trained online mentors may be appointed).

C. ODL will provide two semesters of .25 FTE release time for a faculty member (.5 FTE total) and either two semesters of .25 FTE or one semester at .5 FTE release time for a GA per course (.5 FTE total). ODL can fund faculty appointments on an overload basis with departmental approval and if E&G OPS funding is available. ODL does not provide waivers for development. Therefore, the department is responsible for providing a tuition waiver for the GA development appointment.

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 College of Visual Arts, Theatre and Dance Department of Art and Department of Art History, the Director of ODL, and the Dean of the Faculties to be processed. All appointments should be submitted to the ODL HR representative.

H. College of Visual Arts, Theatre and Dance Department of Art and Department of Art History 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 FY2012-2013.

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  Date  Dr. Carolyn Henne  Date
FSU Office of Distance Learning  8/21/12  8/27/12

Dr. Adam Jolles  Date
Department Chair  8/28/12
Department of Art

Dr. Robert Bradley, Vice President for  Date  Dr. Lynn Hogan  Date
Planning & Programs  8/30/12  8/28/12

College of Visual Arts, Theatre and Dance

Revised 8/27/12
### Attachment A: Projected Budget and Course Development/Offering Schedule

**Public Art 2 Courses (Fundable)**

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**Expenses**

**ODL & GO**

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**Auxiliary Expenses**

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**Net Auxiliary Revenue**

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### Course Development Schedule

**Courses**

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**Revised 8/27/12**
## Attachment B: Project Timeline

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<tr>
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D=Develop  
O=Offer