CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA
ACADEMIC SENATE

BUDGET COMMITTEE

REPORT TO

THE ACADEMIC SENATE

BU-001-178

New Program Budget Worksheet

Budget Committee   Date: 03 April 2018

Executive Committee:
Received and Forwarded   Date: 24 October 2018

Academic Senate   Date: 07 November 2018
                                                    <u>First Reading</u>

Background

The attached **Proposed Program Estimated Resource Report** has been reviewed by the Budget Committee in 2017-18, and has been in use for three new programs proposed and approved by the Academic Senate in Spring 2018: Psy / Soc amicable split; Early Childhood Studies / Dept of Education; and Ed. Leadership Doctoral Program / Administrative Credential Certification Program. The Budget Committee directly reviewed and approved the first of these budget worksheet documents (Psy/Soc). The other two worksheets were routed directly to the Academic Programs Committee.

The Executive Committee, having reviewed the use of the resource guidelines in 2017-18, recommends that when program proposals are submitted to the Academic Programs Committee, the estimated resource guidelines shall be forwarded to the Budget Committee for consultation. The Budget Committee shall review the budget worksheet on or before its next scheduled meeting and return its recommendation to the Academic Programs Committee.

Resources Consulted

Dr. Sylvia Alva, Provost
Dr. Sep Eskandari, Associate Provost
Lisa Rotunni, Executive Director, Academic Research and Resources
Academic Senate Executive Committee

Discussion:

Recommendation:

The Budget Committee recommends adoption by the Academic Senate and recommendation to the President to approve the following **Proposed Program Estimated Resource Report and vetting process.** When program proposals are submitted to the Academic Senate, the Estimated Resource Report shall be forwarded to the Budget Committee for consultation. The Budget Committee shall review the Estimated Resource Report and return its recommendation to the Academic Programs Committee in a timely fashion. When the Academic Programs Committee submits its recommendation to the Academic Senate, the report will contain the Budget Committee's recommendation as well.

Proposed Program Estimated Resource Report

Please report on the projected resource implications of your proposal. Provide your estimate in quantitative and narrative descriptions, to assist Senate Budget Committee analysis. Provide evidence that the proposal has received fiscal review at the College/School level. Use the following guidelines to prepare your report.

1. Projected changes in enrollment
    a. What is the recent enrollment history of the program and what effect will the proposed changes have on enrollment (FTES)?
    b. If FTES is expected to increase, what proportion represents new FTES and what proportion represents shifts from existing programs?
    c. How did you estimate your expected enrollment?
    d. What changes (if any) do you expect in SFR?
2. Space and equipment needs
    a. Estimate additional classroom space needed.
    b. Additional lab and lab equipment needed.
    c. Additional office and other space needed.
3. Projected changes in faculty and staff
    a. Will there be a shift in faculty assignments? If so, what will be the difference between current and proposed assignments?
    b. Will there be shifts in faculty numbers or distribution (T/TT vs FT/PT)? If so, what will they be?
    c. Will new positions be added/required and what resources will be used to acquire them?
4. Projected changes in budget
    a. Do you anticipate additional outside revenue to support your program (state funds, grants/contracts, endowments, etc.)?
    b. How do you plan to secure these resources?
    c. Will there be any increase in administrative roles/responsibilities that require buy-back or release time?
    d. How will the expected changes in budget requirements be met?
    g. Has the budgetary impact of the proposal been reviewed by the College/School Budget Analyst and Office of the Dean?
5. Effect on Support Services and programs in other Colleges/Schools
    a. Are support services (e.g. Library, Technology Services) required for program implementation and function?
    b. Are programs in other Colleges/Schools directly affected by the proposal and in what way?
    c. Who are the representatives in the affected service areas and/or Schools/Colleges that have been contacted?