TO: The Executive Committee

FROM: Semester Conversion Steering Committee (SCSC)

SUBJECT: 15-16 ASCSC 2: Department Funding Model for General Education and Graduation Requirements

PURPOSE: Information to the Executive Committee and the Academic Senate

ACTION REQUESTED: That the semester conversion department funding model for general education and graduation requirements be accepted as information to the Executive Committee and the Academic Senate.

BACKGROUND INFORMATION: In the spring of 2015 the Office of Semester Conversion implemented a funding model for departments to convert their courses and programs to a semester-based curriculum. This funding specifically excluded the work required for converting courses that serve the primary purpose of satisfying general education requirements. With the Academic Senate approval of 14-15 CIC 38: GE Model proposal and GE/Graduation requirements and the current work of the GE Subcommittee to update the student learning outcomes for this GE program, the Semester Conversion Steering Committee has recommended the attached funding model to the Executive Sponsors so that faculty can complete the work of converting their curriculum.
General Education and Graduation Requirements Funding for Semester Conversion

Funding for the conversion or transformation of academic programs and classes that have the primary purpose of serving specific academic programs has previously been allocated. The current solicitation is for departments to request funding to convert or transform courses that primarily serve General Education (GE) or Graduation Requirements (GR). Departments may now request funding to apply for GE/GR approval of previously funded courses and also to create new courses that serve the primary purpose of satisfying GE/GR requirements.

<table>
<thead>
<tr>
<th>Type of Conversion/Transformation</th>
<th>Description</th>
<th>Funding</th>
<th>Deliverables</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adaptation of a Program or</td>
<td>Adaptation of a course that is required for a program in the department or</td>
<td>0.1 WTU</td>
<td>GE/GR proposal</td>
</tr>
<tr>
<td>Service Course</td>
<td>another department to the revised GE learning outcomes and application of GE</td>
<td></td>
<td>proposal</td>
</tr>
<tr>
<td></td>
<td>approval.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Conversion</td>
<td>The minimal translation of an existing course from the quarter to semester</td>
<td>0.2 WTU</td>
<td>GE/GR proposal</td>
</tr>
<tr>
<td></td>
<td>system. The course does not fulfill any program requirement, and is already</td>
<td></td>
<td>New course request form.</td>
</tr>
<tr>
<td></td>
<td>approved for GE/GR.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transformation</td>
<td>Conversion with significant course redesign that may involve alignment of the</td>
<td>1.0 WTU</td>
<td>GE/GR proposal</td>
</tr>
<tr>
<td></td>
<td>student learning outcomes with East Bay ILOs and incorporating high-impact</td>
<td></td>
<td>New course request form.</td>
</tr>
<tr>
<td></td>
<td>teaching practices.</td>
<td></td>
<td>Detailed Syllabus</td>
</tr>
<tr>
<td>New</td>
<td>A course that does not currently exist. Should be intended for GE/GR credit,</td>
<td>1.0 WTU</td>
<td>GE/GR proposal</td>
</tr>
<tr>
<td></td>
<td>not to satisfy major program requirements.</td>
<td></td>
<td>New course request form.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Detailed Syllabus</td>
</tr>
</tbody>
</table>

The above funding mechanism may be modified under exceptional circumstances, and Departments should address concerns to the Office of Semester Conversion.
The budget formula is based on estimates of faculty time needed to accomplish the tasks for conversion or transformation, using these assumptions:

• One quarter = 11 weeks (including finals) x 40 h/week = 440 hours
• 440 hours/15 WTU = 29.3 hours/WTU or 0.034 WTU/hr

Department allocations will be in dollars where 1 WTU = $1144. Departments may use their allocated budget for assigned time, summer stipends, overload pay, and limited hospitality expenses for on-campus retreats. All use of department allocations must be in accordance with University policies and procedures.

Deliverables and Timeline

General Education and Graduation Requirement Proposals – Forms will be completed on Curriculog, which is still in development. Examples of the current forms can be found at: http://www20.csueastbay.edu/ge/ge-learning-outcomes/index.html. Student learning outcomes for these classes will be under review during the fall of 2015. Existing learning outcomes can be found at the same link.

New Course Request Form – Forms will be completed on Curriculog, which is still in development. Examples of the current forms can be found at: http://www20.csueastbay.edu/academic/colleges-and-departments/apgs/cpm/index.html.

Detailed Syllabus – A template for a detailed syllabus that demonstrates transformation can be found at: http://www20.csueastbay.edu/academic/colleges-and-departments/apgs/cpm/index.html.

Course proposals should be submitted between 1/11/16 and 5/13/16.

Resources

Funding Process

October 23, 2015

Departments receive budget template and instructions for implementation plans. Department chairs convene meetings with regular and lecturer faculty to discuss plan for general education and graduation requirement courses and to outline how to distribute the work needed for conversion.

Department chairs or designee complete budget templates and draft implementation plans that include 1) scope of the work, 2) plan for how to use the funding, 3) assignment of key work projects and a timeline for when the semester conversion or transformation work will be done. Department faculty discuss and agree to the implementation plan.

November 20, 2015

Chairs or designees submit signed budget templates and implementation plans to college office. Deans review and recommend the budget and implementation plans.

December 11, 2015

Deans send signed budget templates and implementation plans to Office of Semester Conversion. The Office of Semester Conversion submits the budgets and implementation plans to the Provost’s Office for review and approval.

January 11, 2016

Departments are notified of funding allocations and can begin expending funds.

The above timeline may be modified under exceptional circumstances, and Departments should address concerns to the Office of Semester Conversion.
Instructions for Budget Template

The following instructions are for the budget template file “GE/GR Semester Conversion Budget Template.xlsx.” Questions about the form or requests for form modifications should be sent to semester.conversion@csueastbay.edu.

1. Only enter text in the yellow cells. Not all cells will need to be filled in.

2. Enter the department and college names.

3. List all courses with the department prefix for which you intend to apply for general education or graduation requirement credit. Include the relevant GE/GR descriptor (A1, B1, etc.)

4. Place a “Y” in the column that best describes each course. See the table on the first page of instruction for descriptions. Only place a “Y” in one column for each course.

5. In the second table, list all new semester-based courses using the proposed course name. Include the GE/GR area for which you are creating the course. Do not include existing quarter-based courses that you are converting/transforming here.

6. Verify that the “Total Funding Request” at the top of the form is automatically populated and that the total makes sense based on the information you inputted.
Instructions for GE/GR Implementation Plan

The following instructions are for the implementation plan file “GE-GR Semester Conversion Implementation Plan.docx.” Questions about the form should be sent to semester.conversion@csueastbay.edu.

1. Scope of Work

For each course you listed as “transform” and for each new course on your budget template write about one paragraph describing your plan for the course and the work that will need to be done to prepare the course for semesters.

2. Budget

Develop a plan for how you will utilize the total funding shown on your budget form. Include a table showing proposed expenditures and include a brief narrative.

Example

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overload Pay</td>
<td>One faculty member will receive $2,288 to develop curriculum for transformed courses and prepare and submit necessary forms. Another faculty will receive $229 for preparing and submitting GE proposals for previously converted program courses.</td>
<td>$2,517</td>
</tr>
</tbody>
</table>

Total $2,517

3. Work Assignments and Timeline

Develop a plan for how all of the work of semester conversion related to general education and graduation requirement courses will get done in the department. Clearly identify individuals responsible for the different courses, the work products associated with each course, and the dates when this work will be finished. Consider using a table similar to the one below.

Example

<table>
<thead>
<tr>
<th>Course</th>
<th>Persons Responsible</th>
<th>Work Products</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>EXP 1001 – Example Course 1</td>
<td>Dr. A</td>
<td>GE/GR proposal, New course request</td>
<td>3/25/16</td>
</tr>
<tr>
<td>Course Number</td>
<td>Instructor</td>
<td>Submission Details</td>
<td>Date</td>
</tr>
<tr>
<td>----------------------</td>
<td>------------</td>
<td>------------------------------------------------------------------------------------</td>
<td>--------</td>
</tr>
<tr>
<td>EXP 1002 – Example Course 2</td>
<td>Dr. A</td>
<td>GE/GR proposal New course request form Detailed Syllabus</td>
<td>3/25/16</td>
</tr>
<tr>
<td>EXP 1003 – Example Course 3</td>
<td>Dr. B</td>
<td>GE/GR proposal</td>
<td>3/25/16</td>
</tr>
<tr>
<td>EXP 1004 – Example Course 4</td>
<td>Dr. B</td>
<td>GE/GR proposal</td>
<td>3/25/16</td>
</tr>
</tbody>
</table>