

## FIU ONLINE 1.0

### Definition

Any fundable fully online course that is not part of a 2.0 fully online degree program. Outlined below are the responsibilities of FIU Online and the Academic Units with regards to the Distance Learning Fee and Instructional Cost.

### Distance Learning Fee (Auxiliary Funding)

In accordance with the *Policy on Distribution of Distance Learning Fee to Colleges/Schools from Online Courses that Generate Fundable Student Credit Hours*, up to 25% of the funds collected from the current Distance Learning Fee have been set aside for Academic Units to use to support their faculty who develop and deliver online courses that generate fundable student credit hours and to provide student support that is unique to such online courses. To receive this funding each Academic Unit as well as FIU Online must adhere to the specific responsibilities described below. Funds to pay for allowable expenses must be disbursed in the same fiscal year in which expenses are incurred. Eligible funds do not carryover fiscal years.

### FIU Online Responsibilities

- Send fiscal year Distance Learning Fee allocation estimates to Academic Units during the University's budget period.
  - FIU Online budgets Distance Learning Fee as previous Academic Year Summer, current Academic Year Fall, current Academic Year Winter Mini Term and current Academic Year Spring
- Enter Distance Learning Fee cash transfer amounts for each Academic Unit into Panthersoft to activity number designated by Academic Unit.
- Review/Approve *Distance Learning Fee – Academic Unit Budget Request* submissions after consultation with Academic Units as necessary.
- After the 25% drop date of the Summer B and Fall semesters, FIU Online will create Auxiliary transfer files for all of Summer and Fall containing actual enrollment numbers and corresponding Distance Learning Fee transfer amounts for each Academic Unit.
  - Prior to processing the Distance Learning Fee cash transfers to the Academic Units, FIU Online Program Managers will verify enrollment numbers and transfer amounts
  - Once verified, FIU Online will process Distance Learning Fee cash transfers to the Academic Units for each semester based on actual enrollment numbers, not to exceed the Budget Request amount originally approved
  - FIU Online will send each Academic Unit an update on their Distance Learning Fee transfer status and remaining allocation for the fiscal year
- After the Spring semester's 25% drop date, FIU Online will create an Auxiliary transfer file containing actual enrollment numbers and corresponding Distance Learning Fee amounts for each Academic Unit.
  - Prior to processing the Distance Learning Fee cash transfers to the Academic Units, FIU Online Program Managers will verify enrollment numbers and transfer amounts
  - FIU Online will send each Academic Unit an update on their Year to Date Distance Learning Fee transfer status and remaining allocation
  - At this time, FIU Online will notify the Academic Units of their eligibility to amend their original annual budget by submitting an *Additional Budget Request*
    - FIU Online will notify eligible Academic Units of the approval status of their *Additional Budget Request* within two weeks after submission
    - Upon approval of the *Additional Budget Request*, FIU Online will process Spring Distance Learning Fee cash transfers, not to exceed the amended annual budget request amount
  - If an *Additional Budget Request* is not submitted, FIU Online will process Spring Distance Learning Fee cash transfers to the Academic Units based on actual enrollment numbers not to exceed the Budget Request amount originally approved

## Academic Unit Responsibilities

- Complete and submit the Distance Learning Fee – Academic Unit Budget Request Template to FIU Online for approval during the University’s budget period.
  - Budget submission must not exceed the Distance Learning Fee allocation estimate provided by FIU Online
  - Budget submission must abide by the guidelines outlined in the Policy on Distribution of Distance Learning Fee to Colleges/Schools from Online Courses that Generate Fundable Student Credit Hours
  - Appropriate supporting documentation detailing planned expenditures must be submitted together with the Budget Request
  - Budget revisions will be accepted up until May 31st of the fiscal year for which the request is intended
  - Since Distance Learning Fee funds are for cost recovery only, if a College/School does not submit a Distance Learning Fee – Academic Unit Budget Request Template by the predetermined deadline, they will not be eligible to receive Distance Learning Fee revenue disbursements for the year
- Academic Unit enters annual budget into Panthersoft by predetermined Academic Affairs budget deadline.
  - Budget must be entered on activity number designated for Distance Learning Fee. This is the same activity number that FIU Online is entering Academic Unit Distance Learning Fee transfer amounts into Panthersoft
- After the Spring semester’s 25% drop date, the Academic Unit will receive notification from FIU Online regarding their eligibility to amend their original annual budget.
  - Complete and submit an *Additional Budget Request* to FIU online for approval
  - Appropriate supporting documentation detailing expenditures must be submitted together with the *Additional Budget Request*
  - Request must be submitted for approval within two weeks of receiving notification from FIU Online

## Instructional Cost (E&G Funding)

In FIU Online 1.0, Academic Units receive an instructional subsidy of \$20 per credit per instance of enrollment in a given semester. This is processed as a budget transfer to the respective Academic Unit’s designated E&G Activity number. These funds are to be used by the Academic Units to compensate instructors teaching FIU Online 1.0 courses in accordance with the Collective Bargaining Agreement.

### FIU Online Responsibilities

- Each semester, after the Add/Drop date, FIU Online will prepare and submit an E&G transfer file to Academic Affairs containing actual enrollment numbers and corresponding transfer amounts for each Academic Unit.
  - Instructional Cost (E&G) transfers are budgeted and processed for current fiscal year Summer B semester, second half of Summer C semester, Fall semester, Spring semester, Summer A semester, and first half of Summer C semester
  - Prior to submitting the file to Academic Affairs, FIU Online Program Managers will verify enrollment numbers and transfer amounts
  - FIU Online will provide each Academic Unit with an update on their Instructional Cost (E&G) transfer status and remaining allocation for the fiscal year

### Academic Unit Responsibilities

- Academic Units will work together with their respective FIU Online Program Manager to provide instructor statuses at the start of each semester
- The Academic Units are responsible for ensuring that Adjunct and Additional Compensation contracts are created/processed in accordance with the Collective Bargaining Agreement

## FIU ONLINE 2.0

### Definition

Any fundable fully online course that is part of a 2.0 fully online degree program. Outlined below are the responsibilities of the Academic Unit and FIU Online with regards to the Distance Learning Fee, Instructional Cost, Operating Cost, and Proctored Exam Cost associated to 2.0 programs.

### Distance Learning Fee (Auxiliary Funding)

The Academic Unit's 25% share of the Distance Learning Fee is reserved to pay for Academic Coaches used in 2.0 courses. In the event that the course does not utilize an Academic Coach, the 25% share of the Distance Learning Fee will be added to a centralized tutoring pool.

#### FIU Online Responsibilities

- If a course utilizes an Academic Coach, FIU Online will directly pay for this service from the 25% allocation

#### Academic Unit Responsibilities

- Thirty calendar days prior to the class start date of each semester, professors must notify their respective FIU Online Instructional Designers of any course(s) that will be utilizing an Academic Coach
  - Professors are to follow any internal approval policy/procedure their Academic Unit may have in place for utilizing Academic Coaches prior to notifying FIU Online Instructional Designers.

### Instructional Cost (E&G Funding)

Academic Units receive an instructional subsidy of \$125 per instance of enrollment in a given semester. This is processed as a budget transfer to the respective Academic Unit's designated E&G Activity number. These funds are to be used by the Academic Units to compensate instructors teaching 2.0 courses in accordance with the Collective Bargaining Agreement. Any remaining budget is intended to support 2.0 fully online degree programs.

#### FIU Online Responsibilities

- Please refer to FIU Online Responsibilities in *FIU Online 1.0 Instructional Cost (E&G Funding)* section

#### Academic Unit Responsibilities

- Please refer to Academic Unit Responsibilities in *FIU Online 1.0 Instructional Cost (E&G Funding)* section

### Operating Cost (E&G Funding)

Academic Units receive operating funds in the amount of \$40 per instance of enrollment in a given semester. This is processed as a budget transfer to the respective Academic Unit's designated E&G Activity number. These funds are intended to support 2.0 fully online degree programs.

#### FIU Online Responsibilities

- Please refer to FIU Online Responsibilities in *FIU Online 1.0 Instructional Cost (E&G Funding)* section

#### Academic Unit Responsibilities

- N/A

### Proctored Exam Cost (E&G Funding)

Funding for proctored exams in the amount of \$25 per instance of enrollment in a given semester is reserved. In the event that the course does not require a proctored exam, Academic Affairs will retain the \$25 per instance of enrollment.

### **FIU Online Responsibilities**

- If a course requires a proctored exam, FIU Online will directly pay the proctoring company for the first course exam only from these funds

### **Academic Unit Responsibilities**

- Thirty calendar days prior to the class start date of each semester, professors must notify their respective FIU Online Instructional Designers of any course(s) that will have a required proctored exam
  - This funding will only cover the first proctored exam. All subsequent proctored exams must be paid for by the student or Academic Units may elect to cover these costs either from the Operating Cost funding or from any residual Instructional Cost funding.
  - For additional information refer to the *Proctored Exam Policy for Online Courses*.