To: Chairs and Directors
From: Diane Marshall
Re: Fall 2017 PTI and Non-Standard Instructional Funding Requests
Date: March 21, 2017

Please prepare your requests for additional instructional funding for Fall 2017 by **April 5, 2017** These requests will include funds for standard PTI, online courses not taught on load, term teaching faculty, any TAs (including ITAs) whose teaching is not funded by regular I&G lines and instructors that teach in non-standard instructional modes that increase student access. These "access" modes include EWDP, 2nd 8 weeks, intersession and additional online courses.

Concerns for Fall 2017?

1. At this moment, we have no specifics on next year's budget. However, it will certainly be smaller than this year's budget. All of us will need to be very careful to use no more PTI funds than absolutely necessary.
2. Enrollment management is working to put together a class similar in size and composition to last year's class. Any changes to Lottery Scholarship funding may decrease class size. Concern by foreign students about travel to the United States may also decrease class size. I will provide updates as I get them.
3. Request of all types of Fall 2017 PTI support should be made on the spreadsheet we are providing.
    a. There is no longer a separate allocation of funds from the Provost's Office for specific types of instruction. Simply use the appropriate columns and pages in the spreadsheet we are providing. See below for a more detailed description of the spreadsheet.
    b. Requests for ITAs will be made as part of the PTI budget so that we can track spending on graduate students that are not part of your I&G allocation of TA lines. So, if your department has been using ITAs, expect to be able to fund similar numbers (unless enrollment is declining) and add those requests to the PTI request. If you do not know what an ITA is, this likely means this has not been part of your department's instructional funding and you will not have ITAs
    c. We expect to need similar numbers of courses and seats for 2H and Intersession courses as were needed in Fall 2016. Please include requests for those courses in your Fall 2017 PTI budget. Remember that online courses are preferred for students for 2H courses and very strongly preferred for Intersession courses. **You may go ahead and schedule approved 2H courses, but be sure to cap these at 0 seats until the Fall. We need to have 2H seats available for students who need to drop and add courses in the middle of the Fall 2017 term.**

General Considerations:

1. Zoom courses: We will want to schedule 3-4 Zoom courses. These are courses that will be taught simultaneously to a face to face class and to students receiving synchronous online access to the course. There is a $2000 incentive for teaching this type of course. This means and extra $2000 on top of the regular stipend for adjunct faculty or a $2000 incentive to faculty teaching the course on load.
2. For non-standard instruction, students strongly prefer online courses. We will continue to emphasize online rather than EWDP courses wherever possible.
3. For all lower division courses, the minimum enrollment will be 15 students per course.
4. For courses with multiple sections, please don't overschedule. Schedule enough sections such that, if all were full, enough seats will be provided for typical enrollment.
5. Please watch enrollments carefully. If you see large waiting lists for a required course, please talk with me about additional funding.
6. **If faculty have consistently offered very small courses, consider offering those courses less frequently and asking faculty to teach in other courses that are needed by more students.**

Your request for funding should be made on the spreadsheet that is attached to this email.
Please take into account enrollment patterns and refrain from scheduling excess sections.
I expect reports about the students enrolled in New Student Orientation and will reserve some funding for sections needed for those students. We should be able to predict need and make adjustments early in the summer rather than at the very end of the summer.

We are asking for your requests in a format that will be consistent across all programs.
The spreadsheet has three worksheets: Full semester and first half courses, Second half courses, and Intersession courses. On each spreadsheet, instructional funding is divided into four categories: face to face courses taught by regular PTIs or faculty on overload, courses taught by graduate students (including ITAs), online courses, and courses taught by term teaching faculty.
Please list your funding request in the correct category.

1. The first worksheet is for courses to be funded for the entire semester or first 8 weeks. These will include both face to face and online courses.
2. The second worksheet is for courses to be taught in the second 8 wks. for which you need funding. We expect to need courses that will rescue students who drop below 15 hrs. Online courses are very popular in the second 8 weeks.
3. The third worksheet is for courses to be taught in the Fall Intersession for which you need funding. The emphasis will be on relatively large, online classes. We expect to fund few, if any, face to face courses in the intersession.

Please direct questions about the spreadsheets to Brisha Cruz (brisha1@unm.edu).