

*Office of the Dean*

To: Chairs and Directors

From: Diane Marshall

Re: Fall 2021 PTI Funding Requests

Date: February 9, 2021

Please prepare your requests for additional instructional funding for Fall 2021 by **March 12, 2021.** These requests will include funds for standard PTI, courses by continuing faculty that are 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 off load 2H and late starting courses.

**Planning your PTI budget**

1. Examine 2019-2020 and 2020-2021 enrollment patterns. What courses did you have to cancel? Where in your curriculum did you need to add capacity? Do not simply duplicate last year’s request.
2. Analyze your use of I&G funded resources.
	1. If large lecture sections have reduced enrollment they likely need less TA support. Can you move TAs to different kinds of assignments and reduce reliance on the PTI budget?
	2. Are your I&G funded faculty teaching courses that are required in your curriculum? Please reduce the frequency of offering of under enrolled electives.
	3. If you need PTI support for many required courses, but are offering many electives, please examine enrollment in electives and use more I&G funding for required parts of the curriculum
3. As of Spring 2021, the College is retaining ½ of buyout funds from grants. We will use this to fund the courses that replace the teaching of faculty who bought out their teaching times. Please list the appropriate courses in the buyout column of your spreadsheet.
4. **Do not**
	1. **Try to manipulate the system by putting a faculty member’s typical teaching on the PTI budget and putting 2H classes that might not be funded on the regular I&G budget.**
	2. **Promise an instructor that PTI funds will be available regardless of enrollment patterns.**

**Concerns for Fall 2021**

1. It is difficult to predict next Fall’s enrollment. Upper division enrollment will likely be down due to the small size of the 2018 and 2019 entering classes. We also had weak Fall to Spring retention of first year students this year. However, some of those students may return in Fall 2021.
2. Enrollment Management is working hard to bring in a larger Freshman class and the numbers so far look good. **For classes typically taken by Freshmen, start with the expectation that enrollment will be the same as Fall 2020.** It is easier on students to add sections during the summer than to cancel sections that already have students enrolled. **For upper division classes, start with the assumption that enrollment will be lower than in Fall 2020.** Use that expectation to schedule more tenure track faculty in lower division, required courses.
3. Right now it looks like the scheduling modes for Fall 2021 will be face to face, hybrid and online. Hybrid courses may be a popular option for faculty wanting to ease back in to face to face instruction.
4. Requests for all types of Fall 2021 PTI support should be made on the spreadsheet we are providing.
	1. Use the appropriate columns and pages in the spreadsheet we are providing. See below for a more detailed description of the spreadsheet.
	2. 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
	3. We expect to need similar numbers of courses and seats for 2H and Late Starting courses as were needed in Fall 2020. Note that we did not need as many Late Starting courses as were offered, some were cancelled Please include requests for those courses in your Fall 2021 PTI budget. Remember that online courses are preferred for students for 2H courses and very strongly preferred for Late Starting 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 2021 term. Also remember that 1H and 2H courses can be scheduled on load as appropriate, but not as a means to then ask for Full Term courses on the PTI budget.**
	4. Late starting courses are funded by the Intersession fee. We need an average of 28 students per course to break even. Based on Fall 2020 Late Starting course enrollment, we need to offer a smaller number of courses with higher caps. We need to think of Late Starting courses primarily as credit recovery options rather than a way to make progress in many different degrees.

**General Considerations:**

1. For all lower division courses, the minimum enrollment will be 15 students per course.
2. 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.
3. Please watch enrollments carefully. If you see large waiting lists for a required course, please talk with me (or my replacement) about additional funding. If a course is not meeting minimum enrollment, cancel it in time for students to find another course. Students, such as dual credit students, who do not pay tuition do not count as part of minimum enrollments.
4. **If faculty have consistently offered very small courses, offer those courses less frequently and ask faculty to teach in other courses that are needed by more students.**
5. **Given declining enrollments, it has become more difficult to promise full year teaching loads to Term Instructors. Please reduce the number of Term Instructor contracts.**

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 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 Late Starting courses. On each spreadsheet, instructional funding is divided into several categories: face to face or hybrid courses taught by regular PTIs or faculty on overload, courses taught by graduate students (including ITAs), online courses, courses taught by term teaching faculty, courses taught as part of the MOP core inventory, and courses funded by faculty buyout from grandts. Please list your funding request in the correct category. **Only put courses MOP Core Inventory column if Brisha or I specifically ask you to do so. We no longer teach courses at UNM West.**

1. The first worksheet is for courses to be funded for the entire semester or first 8 weeks. These will include face to face, hybrid 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 (also called Late Starting Courses) 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).