

Office of the Dean

To: Chairs and Directors
From: Diane Marshall
Re: Spring 2019 PTI and Non-Standard Instructional Funding Requests
Date: September 17, 2018

Please prepare your requests for additional instructional funding for Spring 2019 by October 4, 2018. 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. For the Spring semester, these “access” modes include EWDP, and additional online courses. Because our budget was further reduced this year, we will not promise support for any second half courses funded by PTI for Spring 2019. If the budget picture improves, we may schedule a small number of those courses later in the term. (MOP Core Inventory courses are be a special case. Please talk to me about the funding if you have one of these courses scheduled for the Spring that is not being taught on load.) You may put second half courses on your PTI request so that we know what you could offer, but we will not make any initial allocations for 2H courses. Please do not open any unfunded 2H courses. We will also not fund any Spring Intersession courses from the PTI budget.

If you are one of the few departments who will have a course or two at UNM West, please include these courses on your PTI budget.

Things to keep in mind

1. Although we thought things might be better this year, the decline in enrollment means that the budget will be even tighter than last year, so all of us will need to be very careful to use no more PTI funds than absolutely necessary.
2. The size of the freshman class decreased substantially and A&S credit hours are down by more than 10% compared to last fall, mostly in lower division courses. This follows declines in the last two years. Please pay close attention to enrollment trends in your field. You will likely need to offer fewer seats than you did two or three years ago.
3. Requests for ITAs will be made as part of the PTI budget so that we can better 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 funds 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. This will not be a new source of funding for any department.
4. Online courses are still a priority. Although there is some decrease in online enrollment, it is much smaller than the decrease in enrollment in face to face courses. It is important

to keep your online offerings robust. If you have concerns about the relative quality of online courses, please ask instructors to use the Quality Matters review process through NMEL. Instructors who do this may get a stipend from NMEL.

5. Any UNM West courses should be listed on the PTI spreadsheet.

General Considerations:

1. Any EWDP offerings need to be efficient. Offer no more sections than necessary and if you have online courses, please do not duplicate the online courses with EWDP sections.
2. For all lower division courses, the minimum enrollment will be 15 students per course.
3. For courses with multiple sections, please don't overschedule. Schedule enough sections such that, if all were full, enough seats will be provided for expected enrollment. We expect enrollment to be less than in Spring 2018.
4. Please watch enrollments carefully. If you see large waiting lists for a required course, please talk with me about additional funding. If a course remains under enrolled, please cancel it at least a week before the semester begins.
5. 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. Enrollment minimums apply to all courses, including those taught by continuing faculty.

We are asking for your requests in a format that will be consistent across all programs. Therefore, your request must be made on the attached spreadsheet. The spreadsheet has two worksheets: Full semester plus first half courses and second half courses. On each spreadsheet, instructional funding is divided into several 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. There is a column for UNM West courses that will be used by a small number of departments. There is also a column for courses in the MOP Core Inventory that will be used by a handful of departments. 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 weeks for which you want funding. Online courses are very popular in the second 8 weeks. While you may request funding for 2H courses, we will not be able to award funding for 2H courses until later in the term if at all.
3. Please make notes on your spreadsheet about anything unusual in your request or any special considerations you want me to remember.

I will approve budgets within 2-3 weeks. Your actual use of funds must match the approved spreadsheet. Please direct questions about the spreadsheets to Brisha Cruz-Garcia (brishal@unm.edu).