**Attachment I**

**2017-18 Request for Instructional Needs Funding**

**Course Data**

College/Division:

The name and number of the course:

Unit value of the course:

Additional credit sections to be added:

Additional non-credit sections to be added:

Anticipated Course Enrollment:

Why do you need Instructional Need funding?

*Text*

**Please Provide the Following Data on This Course for the Prior Two Academic Years:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Quarter/Year** | **Number of Credit Sections** | **Number of non-credit sections, type** | **Total Enrollment** | **Number of Students on Waitlist at Census** |
| ***Example***  ***Fall 2016*** | ***2*** | ***4, labs*** | ***100*** | ***20*** |

Note: Section and enrollment data is available in SIS report 403.

**Funding Request**

How does the course fits into the following course funding priorities?

1. Freshman-level courses that are prerequisites for staying on track in majors chosen by large numbers of students,
2. An undergraduate course at any level that is a degree requirement in a major in another college or department but that cannot be sustained with adequate resources from its own unit,
3. Freshman-level courses required of large numbers of students,
4. Upper division writing courses required of large numbers of students that are important to time-to-degree, and/or
5. Lower division courses offered in one department that are required by large numbers of students majoring in another department but which are generally not prerequisites for courses in the major.
6. Upper division courses expected to be impacted due to a large influx of transfer students.

*Text*

Please provide the resources requested and the costs of each:

|  |  |  |
| --- | --- | --- |
| Category | Resources Requested | Costs |
| Instructors |  |  |
| Teaching Assistants |  |  |
| Readers |  |  |
| Academic Coordinators |  |  |
| Physical resources (e.g., lab remodeling) |  |  |
| Supplies |  |  |
| Other |  |  |
| Total request |  |  |

Have campus Instructional Needs funds supported this course in the past? When and how much?

*Text*

Why are funds managed by the unit inadequate to meet the course demand?

*Text*

What alternatives to this request did the unit explore?

*Text*

Does the unit anticipate that this request will support a higher level of course offerings that will continue in the future, or is it addressing a one-time or limited-term need?

*Text*

If this level of course offerings is anticipated to be maintained in the future, does the unit anticipate that future budget model allocations resulting from the SCH increase generated by the one-time IN funding will be sufficient to fund this level of course offerings in the future? If not, how do you anticipate funding this course?

*Text*

What are the consequences if this request is not approved?

*Text*

How has the college/division or department already invested in supporting this course offering?

*Text*

Timing Considerations: Please provide information on the timing by which you need a response. In particular, is there a “drop dead” date that if there is not a resolution by you will be unable to offer the course as planned?

Request Reviewed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:

Associate Dean

Request Reviewed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:

Assistant Dean

Request Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:

Dean