

**FLORIDA BOARD OF GOVERNORS
 PROPOSAL TO OFFER A FULL RANGE OF GENERAL EDUCATION AND OTHER
 LOWER-LEVEL COURSES OR TO EXCEED 25 PERCENT STUDENT FTE IN
 LOWER LEVEL COURSES AT AN EDUCATIONAL SITE
 OTHER THAN THE UNIVERSITY MAIN CAMPUS**

University of South Florida System (USF)
University Submitting Proposal
 03
Site ID

USF Sarasota-Manatee
Name of Educational Site

Fall Semester 2015

8350 N Tamiami Trail, Sarasota FL 34243

Proposed Implementation Term
 (First term lower level courses will be offered at the site)

Physical Address of Educational Site
 (US Site: address, city, state, zip) (International site: street
 address, number , city, county / province, country)

The submission of this proposal constitutes a commitment by the university that, if the proposal is approved, the necessary financial and instructional resources will have been met prior to the initiation of the proposed courses.

March 5, 2015
Date Approved by the University Board of Trustees

Judy DeSchaft
President 5/12/15
Date

Harold W. Mueller
Signature of Chair, Board of Trustees 5/12/15
Date

[Signature]
Vice President for Academic Affairs 5/12/15
Date

Provide headcount (HC) and full-time equivalent (FTE) student estimates for Years 1 through 3. HC and FTE estimates should be identical to those in Table 1 in Appendix A. Indicate the projected costs for the first and the third years of implementation as shown in the appropriate columns in Table 2 in Appendix A. Calculate an Educational and General (E&G) cost per FTE for Years 1 and 3 (Total E&G divided by FTE).

Implementation Timeframe	Projected Enrollment (From Table 1)	
	HC	FTE
2013-14	1342	217.26
2014-15	1487	271.58
2015-16	1656	320.95

Projected Implementation Costs (From Table 2)				
E&G Cost per FTE	E&G Funds	Contract & Grants Funds	Auxiliary Funds	Total Cost
\$3,443	\$747,983	0	\$92,783	\$840,766
\$3,211	\$1,030,699	0	\$96,985	\$1,127,654

Note: This outline and the questions pertaining to each section must be reproduced within the body of the proposal to ensure that all sections have been satisfactorily addressed. Tables 1 through 4 are to be included as Appendix A and not reproduced within the body of the proposals because this often causes errors in the automatic calculations.

- 1. Provide a narrative rationale for the request and describe the relationship to the university's mission and strategic plan. Describe any relationship to goals included in the Board of Governors strategic plan.**

The University of South Florida (USF) Board of Trustees laid the foundational groundwork for USF Sarasota-Manatee to reassess its mission and strategic plan on December 16, 2010, when the Trustees approved the following agenda items:

FL 107 - Approve the USF Sarasota-Manatee General Education Curriculum
FL 108 – Approve Lower-Division Academic Programs at USF Sarasota-Manatee

The mission in the USF Sarasota-Manatee Strategic Plan 2006-11 described USF Sarasota-Manatee as an upper-division and master's institution. With the development of the USF System Strategic Plan 2012-16 and the anticipated separate regional accreditation of USF Sarasota-Manatee as required by Florida Law 1004.34, USF Sarasota-Manatee revised its mission statement to reflect a growing institution. The 2012-16 Strategic Planning Committee recognized the region's need for a four-year, comprehensive regional institution after surveying faculty, staff, student, and community constituencies, including the USF Sarasota-Manatee Community Leadership Council, consisting of 50 local community leaders. Following extensive data collection, multiple scenario development, and widespread discussion, the wording "upper-division" was removed from the mission statement. The new mission statement adopted by USF Sarasota-Manatee states:

The University of South Florida Sarasota-Manatee provides access to professional higher education programs and scholarly research in a personalized living and learning community that graduates successful leaders who empower Florida's Suncoast to thrive locally, nationally, and globally.

The timeline below summarizes the review and approval of the USF Sarasota-Manatee Strategic Plan 2012-16.

10/03/2011 Reviewed by USF Sarasota-Manatee Academic Council
10/10/2011 Reviewed by USF Sarasota-Manatee Faculty Senate
10/10/2011 Reviewed by USF Sarasota-Manatee Executive Council
10/11/2011 Approved by USF Sarasota-Manatee Campus Board
11/14/2011 Reviewed by USF System Academic and Campus Environment
Advisory Council

12/01/2011 Approved by USF System Academic and Campus Environment Work
Group of USF Board of Trustees

12/08/2011 Approved by USF Board of Trustees

In 2011 USF Sarasota-Manatee began planning to admit lower-level students as of Fall Semester 2013. After reviewing multiple scenarios, USF Sarasota-Manatee anticipated 2017-18 as the academic year when lower-level FTE would exceed the 25% threshold specified in BOG Regulation 8.009, Section 2(a). Demonstrating the pre-existing significant unmet need in USF Sarasota-Manatee's service region, lower-level enrollment reached 23% in academic year 2014-15, meaning that the 25% threshold could be reached as early as 2015-16. With the arrival of the new Regional Chancellor and the 40th anniversary of USF Sarasota-Manatee, the transition is timely. Thus, USF Sarasota-Manatee now seeks authority under BOG Regulation 8.009, Section 2(b) to exceed 25% FTE in lower division and offer a general array of lower-level courses.

Below are significant dates in the approval process:

USF Sarasota-Manatee

Academic Programs Committee, Faculty Senate (APC) - General Education

Curriculum – 12/3/2009

Academic Council - General Education Curriculum – 2/9/2010

APC - Four-year Curriculum – 10/22/2010

Academic Council - Four-year Curriculum – 2/10/2010

APC - Freshman Admission Recommendations – 5/1/2012

Faculty Senate - General Education Voted to be a Standing Committee -8/28/2012

APC - Lower-level Admission Change – 11/20/2012

Academic Council – Lower-level Admission Change – 11/26/2012

APC - New General Education Curriculum – 12/17/2013

Academic Council – New General Education Curriculum – 2/3/2014

Executive Leadership – Full Range General Education Proposal to Board of

Governors – 12/12/2014

Campus Board – 1/29/2015

USF System

Academic & Campus Environment Advisory Council – 1/26/2015

Academic & Campus Environment Work Group - 2/23/2015

USF Board of Trustees – 3/5/2015

The need and demand are clear. Lower-level programs at USF Sarasota-Manatee will enlarge the size of a university-educated work force and improve quality of life in the Florida Suncoast region. USF Sarasota-Manatee's request aligns with the Florida Board of Governors' Strategic Plan 2012-2025 under the Teaching and Learning Priority of Productivity: "Increase Degree Productivity and Program Efficiency," which states the need to support the following: "Increase access and degree completion for students, including students from traditionally underrepresented groups, returning adult students, and distance learning students." The BOG plan calls for increasing the number of bachelor's degrees issued by state universities in Florida from 53,000 per year to 90,000 by 2025. USF Sarasota-Manatee, as part of the USF System, has existing capacity to help the BOG reach this goal.

2. **Provide an assessment of student demand for lower-level courses at the educational site and explain why the need cannot be met by partner Florida College System institutions, state university campuses, or independent institutions in the area. Explain why the need cannot be met by a limited number of lower-level course offerings that address specified degree program needs in accordance with Board of Governors Regulation 8.009 (2) (a). Include any letters of community support or concern in the appendices.**

The loss of high school graduates from Sarasota, Manatee, and DeSoto counties to higher education institutions in other Florida counties and other states causes a significant brain drain to the local region. In March 2013, the Florida Department of Education reported that 1,398 high school graduates in these three counties expressed post-graduation plans of attending a public university in Florida [Source: Florida Department of Education EIAS Data Report, March 2013]. Other than the small number attending New College, the rest leave the local community to receive a four-year university education. Recently under new leadership, State College of Florida, Manatee-Sarasota, has reaffirmed its mission to serve students through open-access and developmental education with an emphasis on the associate's degree and not pursuing further growth of bachelor's degree programs. With development of the full, four-year (120 credit) curriculum, USF Sarasota-Manatee provides the option of an accessible, nationally respected university education in this region.

In accordance with BOG Regulation 8.009, USF Sarasota-Manatee studied the local demand and the institution's ability to meet that demand by offering a few, select lower-level courses as a service to our entering transfer students. In the past,

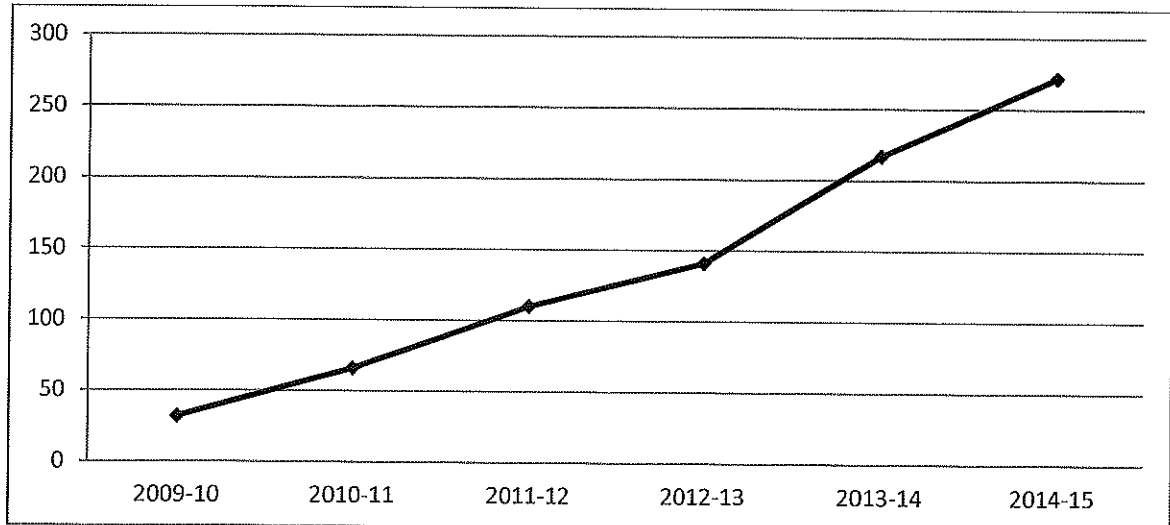
these students needed to cross-enroll at the local community college to obtain many of their required courses. Enrolling at two separate institutions during the same semester hurt students' ability to obtain timely financial aid. The students had to pay for state-college courses out-of-pocket and then be reimbursed, which made it difficult for some students to take a full course load. Students consistently fill these lower-level classes. USF Sarasota-Manatee admitted its first freshman class of 86 students in Fall Semester 2013. Table 1 below shows the lower-level full-time-equivalent (FTE) enrollment growth at USF Sarasota-Manatee.

Table 1. Full-Time-Equivalent Enrollment at USF Sarasota-Manatee

Academic Year	Lower-Level		Upper-Level		Graduate		TOTAL
	FTE	% of Total	FTE	% of Total	FTE	% of Total	FTE
2009-10	32	3%	968	83%	161	14%	1,162
2010-11	66	6%	1005	84%	127	11%	1,198
2011-12	110	9%	980	82%	111	9%	1,201
2012-13	141	12%	950	80%	97	8%	1,189
2013-14	217	19%	847	73%	98	8%	1,162
2014-15	272	23%	837	70%	93	8%	1,201

The number of FTE enrollments have increased 750% at the lower-level over the last five years, indicating continued demand (See graph below).

Graph. Lower-Level FTE Enrollment at USF Sarasota-Manatee



As shown in the table below, transfer students generated 58% of the credit hours at the lower level during the last three fall semesters. USF Sarasota-Manatee offering lower-level courses serves transfer students' degree program needs.

Table 2. Lower-Level Student Credit Hours (SCH) at USF Sarasota-Manatee by Admission Type

Admission Type	Fall Semester 2013	Spring Semester 2014	Fall Semester 2014	Total	Percent
FTIC	1,222	1,256	2,145	4,623	38%
Transfer	2,119	2,242	2,644	7,005	58%
Non-Degree	163	140	204	507	4%
Total	3,504	3,638	4,993	12,135	

3. Provide an assessment of the effect on local articulation agreements if a full range of lower-level courses are offered at this site and provide documentation of discussions with affected Florida College System or State University System institutions. Include any letters of support or concern in the appendices.

At this time, USF Sarasota-Manatee offers students limited choices of courses that meet general education requirements. Yet, having a full range of lower-level courses, if USF Sarasota-Manatee adds more, will not affect the 2+2 articulation agreements. USF Sarasota-Manatee serves a different population in its lower-level courses than that served by the state colleges and community colleges. State College of Florida, Manatee-Sarasota, continues to serve the community as the open-access higher education institution that also offers developmental courses. USF Sarasota-Manatee requires that FTIC students meet admission requirements set state-wide for the State University System of Florida. Below is a summary of contacts with state/community college leadership regarding lower-level:

10/18/2010: Meeting to discuss programs among Dr. Bonnie Jones, USF Sarasota-Manatee, Dr. Michael Mears, Provost, and Dr. Jack Crocker, Vice President for Academic Quality and Success, of State College of Florida, Manatee-Sarasota.

2/4/2011: Meeting of Dr. Bonnie Jones, Dr. Lora Kosten, and Michele Groves of USF Sarasota-Manatee with Dr. Patricia Land, President of Edison State College – Charlotte, to discuss programs.

4/21/2011: USF Sarasota-Manatee's Community Leadership Council meeting where four-year curriculum and marketing strategy were discussed with Dr. Jack Crocker, Vice President for Academic Quality and Success, of State College of Florida, Manatee-Sarasota, in attendance.

5/4/2011: Dr. Arthur Guilford, USF Sarasota-Manatee's Regional Chancellor, received an e-mail from the Board of Governors' office with a letter attached to President Kenneth Walker of Edison State College, President Lars Hafner of State College of Florida, Manatee-Sarasota, and President Norman Stephens of South Florida State College requesting their response to USF Sarasota-Manatee's proposal. USF Sarasota-Manatee did not receive any responses from the state college presidents.

1/23/2013: Dr. Carol Probstfeld on her first day as the new President of State College of Florida, Manatee-Sarasota (SCF), met at USF Sarasota-Manatee with Dr. Arthur Guilford, Regional Chancellor, and Dr. Bonnie Jones, Regional Vice Chancellor for Academic & Student Affairs, about ways the two institutions could partner on degree programs, specifically biology. She explained SCF's focused return under her new leadership to its core mission of opening college access to local students with associate's degree programs and developmental course work. The three agreed that SCF and USF Sarasota-Manatee would be serving different types of lower-level students.

12/16/2014: Dr. Carol Probstfeld, President, State College of Florida, Manatee-Sarasota, submitted a letter of support for USF Sarasota-Manatee to have freshmen and lower-level courses for programs to Dr. Sandra Stone, Regional Chancellor. See Appendix B.

4. **Provide projections of lower-level student headcount and FTE out to year three at the educational site using Table 1 (Appendix A) and provide a narrative explanation of the methodology used in making the projections.**

Lower-level enrollment in 2013-14 and 2014-15 form the basis for calculations of student headcount and FTE out to year three in Table 1 (Appendix A).

Year 1 figures are actual enrollments in lower-level courses during academic year 2013-14 (Summer, Fall, Spring Semesters). Year 2 figures result from USF Sarasota-Manatee's 2014-15 lower-level FTE enrollment (up through drop/add in Spring Semester 2015). The projections for FTIC students in Year 3 include projected new FTIC students who identify USF Sarasota-Manatee as their home campus. The transfer and other projections for Year 2 and Year 3 include the 4.5% enrollment projections that USF Sarasota-Manatee documented in its 2014-15 Work Plan to the Board of Governors. FTE calculations for Year 3 resulted from calculating and then applying the FTE generated per one student headcount in Year 2 for each category in the "Source of Students" column of Table 1 in Appendix A.

Appendix C contains a complete explanation of the sources of data and calculations for each cell of Table 1.

5. **Provide an assessment on the availability of necessary facilities, equipment, and educational resources to implement a full range of lower-level courses at the educational site. Identify any capital improvements that might be necessary, their projected cost, and the expected funding source.**

The instructional facilities, equipment, and educational resources needs for the general education program and the lower-level pre-requisite courses in each of the majors are quite similar to the needs for the upper-level courses (juniors and seniors). USF Sarasota-Manatee does not anticipate needing any capital improvements to support the lower-level programs at this time.

Sarasota Site Facilities

- The main 134,540 gross-square-foot building opened in August 2006 with a capacity to serve up to 5,000 students. Fall Semester 2014 enrollment was 1,903 students;
- 19 classrooms in varying sizes and in the most-preferred teaching configurations, each with advanced instructional technology and projection capabilities;
- Five (5) classrooms with lecture-capture capabilities;
- Four (4) classroom/teaching labs equipped with tables for students to plug in laptop computers;
- A training computer lab;
- Two (2) video-conference classrooms equipped to accommodate distance learning;
- A 200-seat lecture facility, capable of accommodating a variety of functions with multiple seating arrangements; the facility is equipped with advanced-technology equipment for teaching, projection and recording, and distance learning;
- Separate and distinct building areas for each college and academic unit, including faculty and administrative offices and conference spaces;
- An Information Commons for study and research that is electronically linked to the USF Tampa campus library and the USF Sarasota-Manatee and New College of Florida shared-use library;
- A prominently-located student services area to promote greater access to one-stop services for students, including admissions/outreach, records/registration,

academic advising, financial aid, student life, career counseling, veterans services, and disability services;

- A centrally located business office area to promote consolidated services to the campus community for financial transactions, human resources, photocopying, and administrative services;
- Student activity rooms, student government offices, conference rooms, social areas, a recreation lounge, and a fitness center to support student activities;
- On-campus food service with spacious, interior seating and a trellis-covered, outdoor dining and social area;
- A central, exterior courtyard, pond and trails for passive and active recreational use;
- Physical facilities that exceed the ADA minimum requirements accessibility requirements;
- Wireless technology available throughout the campus, including outdoor public spaces; and
- A separate physical plant facility to provide adequate utility and infrastructure services to support the campus physical facilities.

Classroom Availability

Each semester USF Sarasota-Manatee submits a classroom utilization report to USF System leadership and the Florida BOG. In calendar year 2013, overall classroom utilization was 28%. The increase in off-campus classrooms and an increase in distance learning offerings opened up more space for traditional, on-campus, lower-level students. Table 3 summarizes classroom utilization by day and time, showing capacity to hold more classes to accommodate growing student demand.

Table 3. Classroom Utilization at USF Sarasota-Manatee

Time Period	2008	2009	2010	2011	2012	2013
Overall Utilization M-F	38%	36%	35%	35%	32%	28%
Average of 9 am – 1 pm	36%	34%	30%	29%	24%	24%
Average of 1 pm – 6 pm	31%	33%	32%	33%	29%	26%
Average of 6 pm – 8 pm	58%	55%	52%	49%	48%	38%

Educational Resources

A four-member Transition Team met from January to August 2012 to identify and implement support services for lower-level students. The Director of Special Projects chaired the team and met weekly with the Dean of Students, the Dean of Academic Support, and the Regional Vice Chancellor for Academic and Student Affairs. The team employed a researcher to investigate comparable universities' services and included other USF Sarasota-Manatee administrative personnel in the meetings when needed. USF Sarasota-Manatee's Academic and Student Affairs' personnel incorporated the Transition Team's recommendations into their operations to serve the lower-level students with the same high quality of assistance as that provided to transfer and graduate students.

Academic and Student Affairs employs more than 70 administrators and staff to ensure academic and student support, including a Regional Vice Chancellor for Academic & Student Affairs, four (4) Deans, an Assistant Vice President, four (4) Directors, three (3) Assistant Directors, two (2) Coordinators, seven (7) Academic Advisors, and an Assistant Librarian. Academic Support includes Learning Support Services, Technology Services, the Information Commons, E-Learning, and Academic Affairs Administration. Student Services includes Academic Advising, Admissions, Career Services, Counseling and Wellness, Financial Aid, Registration, Student Disability Services, Student Life, and Veterans' Services.

Library services are shared across the USF System with many services available on-line. USF in Tampa and USF St. Petersburg, in addition to USF Sarasota-Manatee, support lower-level students with these USF System resources. USF Sarasota-Manatee students and faculty have access through USF System Libraries to extensive print and electronic collections and services in addition to other learning/information resources both on-line and in-person. The Jane Bancroft Cook Library is a shared resource between USF Sarasota-Manatee and New College of Florida (NCF). The library is located a half-mile south of USF Sarasota-Manatee and houses USF Sarasota-Manatee's library collection. USF Sarasota-Manatee handles its own collection development apart from NCF's collection development.

6. **Provide a projected operating budget out to year three using Table 2 (Appendix A) and include a narrative description of cost factors that support the projections. Identify any funds that will be reallocated from existing budget units at the campus or university in Table 3 (Appendix A).**

Table 2 in Appendix A shows total costs of \$840,766 in 2013-14 and \$1,127,654 in 2015-16. Enrollment growth (E&G) is the source of funding to meet approximately 90% of the costs with the other portion coming from distance learning auxiliary funds. Salaries for faculty (23 headcount; 5.07 Person-Years in Year 1; 6.42 Person-Years in Year 3), A & P, and Other Personal Services make up 83% of Year 1 costs and 85% of Year 2 costs. Non-salary costs include library services and recurring operational expenses within the colleges. The E&G cost per FTE in Year 1 is \$3,443, which calculates to \$86.08 per credit hour delivered. For Year 2 the E&G cost per FTE is \$3,211 and \$80.28 per credit hour. USF Sarasota-Manatee anticipates no reallocations from existing budget units (Table 3 in Appendix A).

7. **Provide a listing of current and planned faculty out to year three who will provide the instruction for the lower-level courses using Table 4 (Appendix A).**

Please see Table 4 in Appendix A.

8. **Describe the expected impact on SACSCOC Accreditation and provide a process and timeline for submitting a substantive change notification.**

USF Sarasota-Manatee applied to the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) for approval of lower-level general education, lower-level course work for bachelor degrees, the Associate of Arts Certificate, and revision of the mission in June 2012. Please see Appendix D for the July 10, 2013, SACSCOC letter of approval for the substantive changes, effective August 2013.

APPENDIX A

TABLE 1
PROJECTED HEADCOUNT AND FTE FROM POTENTIAL SOURCES
(Lower Level Course Offerings)

Source of Students (Non-duplicated headcount in any given year)*	Year 1		Year 2		Year 3	
	HC	FTE	HC	FTE	HC	FTE
Students who initially enter the university as FTIC students* USF Sarasota-Manatee Home Campus students = 101 in Yr1, 107 in Yr2, 120 in Yr3	318	73.30	417	92.34	537	118.14
Florida College System transfers into the lower level**	617	84.9	645	105.92	674	107.84
Transfers from out of state colleges and universities**	332	50.43	347	62.46	363	83.49
Other (Explain)** Nondegree, Master's	75	8.63	78	10.86	82	11.48
Totals	1342	217.26	1487	271.58	1656	320.95

* List projected yearly cumulative ENROLLMENTS instead of admissions.

** Do not include individuals counted in any PRIOR CATEGORY in a given COLUMN.

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APPENDIX A

TABLE 2 PROJECTED COSTS AND FUNDING SOURCES FOR LOWER LEVEL COURSES

Instruction & Research Costs (non-cumulative)	Year 1							Year 3					
	Funding Source						Subtotal E&G, Auxiliary, and C&G	Funding Source					Subtotal E&G, Auxiliary, and C&G
	Reallocated Base* (E&G)	Enrollment Growth (E&G)	Other New Recurring (E&G)	New Non-Recurring (E&G)	Contracts & Grants (C&G)	Auxiliary Funds		Continuing Base** (E&G)	New Enrollment Growth (E&G)	Other*** (E&G)	Contracts & Grants (C&G)	Auxiliary Funds	
Faculty Salaries and Benefits	0	389,549	0	0	0	92,783	\$482,332	0	605,032	0	0	96,985	\$702,017
A & P Salaries and Benefits	0	50,700	0	0	0	0	\$50,700	0	50,700	0	0	0	\$50,700
USPS Salaries and Benefits	0	0	0	0	0	0	\$0	0	0	0	0	0	\$0
Other Personal Services	0	161,458	0	0	0	0	\$161,458	0	200,384	0	0	0	\$200,384
Library	0	108,471	0	0	0	0	\$108,471	0	135,046	0	0	0	\$135,046
Expenses	0	37,805	0	0	0	0	\$37,805	0	39,507	0	0	0	\$39,507
Operating Capital Outlay	0	0	0	0	0	0	\$0	0	0	0	0	0	\$0
Capital Projects	0	0	0	0	0	0	\$0	0	0	0	0	0	\$0
Special Categories	0	0	0	0	0	0	\$0	0	0	0	0	0	\$0
Total Costs	\$0	\$747,983	\$0	\$0	\$0	\$92,783	\$840,766	\$0	\$1,030,669	\$0	\$0	\$96,985	\$1,127,654

*Identify reallocation sources in Table 3.

**Includes recurring E&G funded costs ("reallocated base," "enrollment growth," and "other new recurring") from Years 1-4 that continue into Year 5.

***Identify if non-recurring.

Faculty and Staff Summary

Total Positions	Year 1	Year 3
Faculty (person-years)	5.07	6.42
A & P (FTE)	0	0
USPS (FTE)	0	0

Calculated Cost per Student FTE

	Year 1	Year 3
Total E&G Funding	\$747,983	\$1,030,669
Annual Student FTE	217.26	320.95
E&G Cost per FTE	\$3,443	\$3,211

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APPENDIX A

**TABLE 3 (DRAFT)
ANTICIPATED REALLOCATION OF EDUCATION & GENERAL FUNDS***

Program and/or E&G account from which current funds will be reallocated during Year 1	Base before reallocation	Amount to be reallocated	Base after reallocation
	0	0	\$0
	0	0	\$0
	0	0	\$0
	0	0	\$0
	0	0	\$0
	0	0	\$0
	0	0	\$0
	0	0	\$0
	0	0	\$0
	0	0	\$0
	0	0	\$0
	0	0	\$0
	0	0	\$0
	0	0	\$0
	0	0	\$0
	0	0	\$0
	0	0	\$0
Totals	\$0	\$0	\$0

* If not reallocating funds, please submit a zeroed Table 3

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APPENDIX A

TABLE 4
ANTICIPATED FACULTY PARTICIPATION IN LOWER LEVEL COURSE INSTRUCTION

Faculty Code	Faculty Name or "New Hire" Highest Degree Held Academic Discipline or Specialty	Rank	Contract Status	Initial Date for Participation in Program	Mos. Contract Year 1	FTE Year 1	% Effort for Prg. Year 1	PY Year 1	Mos. Contract Year 3	FTE Year 3	% Effort for Prg. Year 3	PY Year 3
A	Elaine Augustine, Ph.D. Psychology	Instructor	NTE	SPRING 2014	9	0.75	0.13	0.09	9	0.75	0.13	0.09
A	Eddie Banner, Ph.D. Organic Chemistry	Instructor	NTE	FALL 2014	0	0.00	0.00	0.00	12	1.00	0.28	0.28
A	Christelle Bouchard, Ph.D. Biology	Asst. Professor	NTE	FALL 2014	0	0.00	0.00	0.00	9	0.75	0.63	0.47
A	Elizabeth Carlson, M.Acct. Accounting	Instructor	NTE	FALL 2013	9	0.75	0.50	0.38	9	0.75	0.63	0.47
A	Ken Caswell, Ph.D. Chemistry	Instructor	NTE	FALL 2014	0	0.00	0.00	0.00	9	0.75	0.42	0.31
A	Keith Cavedo, Ph.D. English	Instructor	NTE	FALL 2013	9	0.75	0.25	0.19	0	0.00	0.00	0.00
A	Joy D'Andrea, M.A. Mathematics & Statistics	Instructor	NTE	FALL 2013	9	0.75	0.75	0.56	9	0.75	0.75	0.56
A	Laura Hauser, M.A. Mathematics	Instructor	NTE	FALL 2014	0	0.00	0.00	0.00	9	0.75	0.75	0.56
A	Eric Hodges, Ph.D. Interdisciplinary Social Sciences	Instructor	NTE	FALL 2014	0	0.00	0.00	0.00	9	0.75	0.25	0.19
A	Roberto Jimenez-Arroyo, M.A. Spanish Language	Instructor	NTE	FALL 2013	12	1.00	0.95	0.95	12	1.00	0.95	0.95
A	Lora Kosten, Ph.D. Elementary Education	Instructor	NTE	SPRING 2014	9	0.75	0.13	0.09	9	0.75	0.13	0.09
A	Sunita Ludwig, Ph.D. Information Technology	Instructor	NTE	FALL 2014	12	1.00	0.00	0.00	9	0.75	0.25	0.19
A	Erin Martin, Ph.D. Biology	Instructor	NTE	FALL 2013	12	1.00	0.19	0.19	0	0.00	0.00	0.00
A	Olena Maymeskul, M.S. Mathematics	Instructor	NTE	FALL 2013	9	0.75	0.75	0.56	0	0.00	0.00	0.00
A	William Murphy, M.S. Information Technology	Instructor	NTE	FALL 2013	12	1.00	0.17	0.17	12	1.00	0.00	0.00
A	Hasan Nuseibeh, M.B.A. Information Technology	Instructor	NTE	FALL 2013	12	1.00	0.50	0.50	12	1.00	0.00	0.00
A	Dina Osborn, Ph.D. Elementary Education	Instructor	NTE	FALL 2013	9	0.75	0.38	0.28	9	0.75	0.38	0.28
A	Su Senapati, Ph.D. English	Instructor	NTE	SPRING 2014	12	1.00	0.08	0.08	12	1.00	0.08	0.08
A	Melissa Sloan, Ph.D. Interdisciplinary Social Sciences	Assoc. Professor	TE	FALL 2013	12	1.00	0.08	0.08	12	1.00	0.08	0.08
A	Jacqueline Smith, M.A. English	Instructor	NTE	FALL 2013	9	0.75	0.88	0.66	9	0.75	0.88	0.66
A	Michael Snipes, Ph.D. Economics	Instructor	NTE	FALL 2014	0	0.00	0.00	0.00	12	1.00	0.50	0.50
A	John Stewart, M.A. English	Instructor	NTE	FALL 2013	9	0.75	0.38	0.28	9	0.75	0.38	0.28
B	New Hire Information Technology	Instructor	NTE	FALL 2015	0	0.00	0.00	0.00	9	0.75	0.50	0.38
Total Person-Years (PY)								5.07				6.05

Faculty Code	Source of Funding	PY Workload by Budget Classification	
		Year 1	Year 3
A	Existing faculty on a regular line	5.07	6.05
B	New faculty to be hired on a vacant line	0.00	0.38
C	New faculty to be hired on a new line	0.00	0.00
D	Existing faculty hired on contracts/grants	0.00	0.00
E	New faculty to be hired on contracts/grants	0.00	0.00
Overall Totals for		Year 1 5.07	Year 3 6.42

Edition 9/1/2012

APPENDIX B



STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA

OFFICE OF THE PRESIDENT
Carol F. Probstfeld, Ed.D.

December 16, 2014

Dr. Sandra Stone
Regional Chancellor
USF Sarasota-Manatee
8350 N. Tamiami Trail
Sarasota, FL 34243

Dear Dr. Stone,

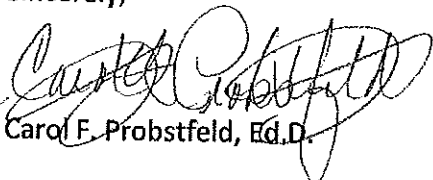
This letter is to affirm the support of the State College of Florida, Manatee-Sarasota (SCF) for the University of South Florida Sarasota-Manatee to offer a wide array of lower division courses.

SCF shares your institution's commitment to the communities we serve -- in particular, the drastic extent to which our region is in need of increased access to public higher education. Local businesses and industries here require a more educated workforce to accommodate their growth.

I write to express my appreciation for the steps USF-SM has taken to offer undergraduate courses at the freshman and sophomore level and a full four-year general education curriculum, and I seek to maintain the regional educational balance we currently enjoy, including USF-SM's continued support for SCF's workforce baccalaureate program -- recognizing that none of these programs unnecessarily duplicates the work of either school. I greatly value USF-SM's commitment to guide students who fail to meet its admission criteria to SCF, an open access institution.

I look forward to continued collaboration between our institutions as we work to provide our area with more options for high quality higher education.

Sincerely,



Carol F. Probstfeld, Ed.D.

President

Cc: Dr. Judy Genshaft, USF System President

scf.edu • Mailing Address: P.O. Box 1849, Bradenton, FL 34206 • Office Phone: 941-752-5201

SCF BRADENTON
5840 26th Street West • 941-752-5000

SCF LAKEWOOD RANCH
7131 Professional Parkway East • 941-363-7000

SCF VENICE
8000 South Tamiami Trail • 941-408-1300

APPENDIX C

Rationale for Table 1 Calculations

Year 1 (Summer, Fall, Spring) – All Categories in “Source of Students” Column
Actual student headcount and FTE in lower-level courses (Source: USF OLAP Cubes)

Year 2

Total FTE = Actual FTE Enrollment in Lower-Level Courses (Source: USF InfoCenter; Summer Final, Fall Final, Spring Drop-Add Combined = 271.58)

FTIC Headcount = ((Fall 2013 FTIC = 318) + (New USFSM FTIC = 99)) = 417

FTIC FTE = (Year 1 FTIC FTE/Year 1 Total FTE = .34) X (Year 2 Total FTE = 271.58) = 92.34

FCS Transfer Headcount = (Year 1 FCS Transfer Actual Headcount = 617) + (USF Sarasota-Manatee projected enrollment growth in 2014-15 Work Plan of 4.5% = 28) = 645

FCS Transfer FTE = (Year 1 FTE/Year 1 Total FTE = .39) X (Year 2 Total FTE = 271.58) = 105.92

Out-of-State Transfer Headcount = (Year 1 Out-of-State Transfer Headcount = 332) + (USF Sarasota-Manatee projected enrollment growth in 2014-15 Work Plan of 4.5% = 15) = 347

Out-of-state Transfer FTE = (Year 1 FTE/Year 1 Total FTE = 23%) X (Year 2 Total FTE = 271.58) = 62.46

Other Headcount = (Year 1 Other Headcount = 75) + (USF Sarasota-Manatee projected enrollment growth in 2014-15 Work Plan of 4.5% = 3) = 78

Other FTE = (Year 1 FTE/Year 1 Total FTE = 4%) X (Year 2 Total FTE = 271.58) = 10.86

Year 3

FTIC Headcount = (Fall 2014 FTIC /Returning Sophomores = 417) + (Projected New Year 3 USF Sarasota-Manatee Home Campus FTIC = 120) = 537

FTIC FTE = (Year 3 FTIC Headcount = 537) X (Year 2 FTE/Year 2 Headcount = .22) = 118.14

FCS Transfer Headcount = (Year 2 FCS Transfer Actual Headcount = 645) + (USF Sarasota-Manatee projected enrollment growth in 2014-15 Work Plan of 4.5% = 29) = **674**

FCS Transfer FTE = (Year 3 FCS Transfer Headcount = 674) X (Year 2 FTE/Year 2 Headcount = .16) = **107.84**

Out-of-State Transfer Headcount = (Year 2 Out-of-State Transfer Headcount = 347) + USF Sarasota-Manatee projected enrollment growth in 2014-15 Work Plan of 4.5% = 16) = **363**

Out-of-state Transfer FTE = (Year 3 Headcount = 363) X (Year 2 FTE/Year 2 Headcount = .23) = **83.49**

Other Headcount = (Year 2 Other Headcount = 78) + (USF Sarasota-Manatee projected enrollment growth in 2014-15 Work Plan of 4.5% = 4) = **82**

Other FTE = (Year 3 Headcount = 82) X (Year 2 FTE /Year 2 Headcount = .14) = **11.48**

2/17/2015 IR

Received

JUL 16 2013

Academic Affairs, USF Sarasota Manatee

APPENDIX D



SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS
COMMISSION ON COLLEGES

July 10, 2013

RECEIVED
JUL 15 2013
REGIONAL CHANCELLOR OFFICE
USF SARASOTA-MANATEE

Dr. Arthur M. Guilford
Regional Chancellor
University of South Florida Sarasota-Manatee
8350 N. Tamiami Trail
Sarasota, FL 34243-2049

Dear Dr. Guilford:

The following action regarding your institution was taken at the June 2013 meeting of the Board of Trustees of SACS Commission on Colleges:

The Commission on Colleges approved the addition of lower-level general education, lower-level coursework for bachelor degrees, the Associate of Arts Certificate, and revision of the mission. The changes are effective August 2013.

We appreciate your continued support of the activities of the Commission on Colleges. If you have questions, please contact the staff member assigned to your institution.

Sincerely,

A handwritten signature in cursive script that reads "Belle S. Wheelan".

Belle S. Wheelan, Ph.D.
President

BSW:lb

cc: Dr. Mark V. Smith