Enrollment Management (EM) Fund and Reimbursement Requests

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Overview

The annual budget for course offerings, as part of the overall NMSU enrollment management strategy, is determined at the levels of the President and Provost. The President and Provost also set priorities for the use of these funds. While the criteria for approval of requested courses may shift as enrollment patterns (and funding formulas) shift, the funds are designated to support general education and undergraduate major courses needed to a) make it possible for all students enrolled in the Las Cruces campus to take their courses through this campus, b) for students to stay on track for timely graduation through the offering of sufficient and needed sections of general education courses, c) for students to move through their degree programs in a predictable and timely way, d) to support courses that offer students flexibility through online delivery, and e) to grow student credit hours where appropriate.

Request and Allocation Process

The College of Arts and Sciences has been charged with the assessment of all requests for enrollment management funds based on these criteria, the allocation of funds, and the accounting of commitments of these funds.

Requests for funding for courses fitting these criteria (and for which there is no other permanent or temporary source of funding in the college) correspond to the academic scheduling cycle for each semester. Subsequent requests may be made as needs arise and funds are made available.

At the same time that the scheduling proofs for a given semester are first made available to the colleges, calls will go out to the Academic Associate Deans for each college through email. Request deadlines will correspond to the deadline for the submission of the first scheduling proof.

Requests should be made only electronically and at a college level, with a single EM Course Funding Request Form submitted for each college. The Academic Associate Deans are responsible for determining whether the slate of requested courses fits the EM criteria and reflect the priorities of the college. All forms should contain complete information for each course. If an instructor is unknown, TBA may be used but a salary amount must be indicated.

Once all requests are received using the EM Course Funding Request Form, allocations will be made based on the above priorities and according to available funds. Commitments of funds for each approved course will be communicated through the assignment of a commitment number and the return of the electronic form to the Academic Associate Dean with commitment numbers attached. (Please note: if instructors, cost, course sections, etc. change, it is essential that these updates are made in red on the form and returned to Arts and Sciences.)

These commitment numbers should be referenced in the notes of the hiring spreadsheets for the funded courses. Hires of temporary faculty, graduate assistants, or overloads for regular faculty using EM funds should be done using the regular departmental index numbers. Reimbursement will be made to these accounts by the office of the Provost at the end of each semester (or summer session).

No unfunded courses should be placed on the academic schedule. We will work to provide allocation information between the first and second proofs of the academic scheduling process so that EM funded courses may appear in the schedule for each semester before students register (whenever possible).

Reimbursement Process

Each college should submit to the Office of the Provost (Kim Rumsford) the request form with commitment numbers for each funded course at the end of each semester. This form should include all updated, correct, and approved information with a total amount approved for each college that semester. Kim will use this form to reimburse each college for the funded courses by transferring funds into the indicated account(s).

The funds are located in and controlled by the Office of the Provost. Any questions regarding the status of a reimbursement should be made directly to Kim.