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September 14, 2020

College Deans

RE: Supplemental Funding to Support Remote Instruction for Fall Quarter

Dear College Deans,

In response to identified needs and to provide the best possible remote experience for our students this Fall quarter, the central campus will invest over \$500,000 in additional instructional support for undergraduates. Half of this amount is being allocated to the colleges proportional to the amount of student credit hours each is expected to teach during Fall quarter and half is reserved for additional fee remission for TAs and Readers which is paid centrally. The amount allocated to each college is shown in the following table, and can be used to fund remote instructional improvements according to the highest needs for your college/school as identified by your office. Should you choose, this funding will provide salary and benefit support for the indicated number of TA appointments at 25% effort.

College	Amount	Potential TAs @ 25% Effort
CAES	\$35,000	9
CBS	\$30,000	8
COE	\$25,000	6
L&S	\$160,000	40
Total	\$250,000	63

Some potential areas of need requiring additional resources are listed below, inspired by the primary needs voiced by faculty and TAs that participated in the spring remote instruction survey. Acknowledging that this request is relatively late for your fall planning, nevertheless I ask that you match this investment with an amount equal to at least 25% of the campus investment from College resources to enhance and expand instructional support for the fall. Please keep in mind that any funds used for additional TAs and Readers receive additional central campus support for fee remission. In addition, there are many [resources available to campus](#) units at no charge.

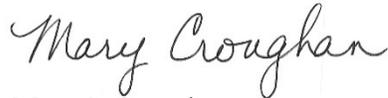
- Additional TA and/or Reader support
- Additional Zoom proctors
- Undergraduate learning assistants
- Additional equipment for faculty, staff, and/or TAs supporting instruction
- Software with specialized functions not available through existing tools and/or additional software licenses if approved by IT

At the end of Fall quarter, we will ask you to prepare a brief report that speaks to how the funds were spent for each course/instructor that utilized the funds, in addition to describing extraordinary College

investments made in support of remote instruction. Budget and Institutional Analysis will follow-up with your staff on the allocation details and reporting requirements.

As you are well aware, we are in difficult financial times and the next few years do not promise to be financially strong. I am confident that you will make the best decisions in supporting remote undergraduate instruction this Fall quarter and look forward to reading your report. Thank you for all you have done, and are doing, to ensure our students and faculty have the best experience possible for this Fall quarter.

Sincerely,



Mary S. Croughan
Provost and Executive Vice Chancellor

c: Chancellor May
Vice Chancellor Ratliff
Interim Vice Provost and Dean Ching
Assistant Vice Chancellor Mangum
College Assistant Deans