



MARY S. CROUGHAN
Provost and Executive Vice Chancellor

OFFICE OF THE PROVOST AND EXECUTIVE VICE CHANCELLOR
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March 2, 2021

DEANS

RE: Supplemental Funding to Support Remote Instruction

Dear Deans,

Similar to the funding provided for Fall and Winter quarter, in response to identified needs and to provide the best possible remote experience for our students this Spring quarter, the central campus will invest over \$500,000 in additional instructional support for undergraduates. Just over half this amount is being allocated to the colleges and the two professional schools that have undergraduate courses and minors, proportional to the amount of student credit hours each is expected to teach and the remainder is reserved for additional fee remission for TAs and Readers which is paid centrally. The amount allocated to each college and school 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 benefits to support 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
SOE	\$8,000	2
GSM	\$4,000	1
Total	\$262,000	66

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 and our experience during Fall quarter. 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 Spring. Please keep in mind that any funds used for additional TAs and Readers will also ensure that those 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

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At the end of Spring 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.

I appreciate your continued efforts to support quality remote undergraduate instruction for our students.

Sincerely,

A handwritten signature in cursive script that reads "Mary Croughan".

Mary S. Croughan
Provost and Executive Vice Chancellor

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