

**BLP meeting minutes (October 8, 2012)**

**Committee meets:** Mondays, 10:00-11:30 p.m. (UH 458)

**In Attendance:** Staci Beavers (Chair), Graham Oberem, Mike Schroder, Kathleen Watson, Darrel Engen, Hua Yi, Wayne Veres

We approved the agenda for today and minutes from last week.

**Chair's Announcements:**

1. BLP will meet with AALC on November 19 to discuss submitted 3-year-rolling plans. Graham will provide more information on the format of the session after consulting with the Provost.
2. Nursing's P-forms were all approved at the last Senate meeting.

**Discussion Items:**

1. LAMP: Graham and Kathleen are preparing for the first LAMP meeting on October 15. Nearly all seats have been filled, and the website will be available soon.
2. A-forms: Our task is to make a recommendation for whether these programs should be added to the University Academic Master Plan (UAMP). For programs recommended for the UAMP, we also want to provide feedback to inform the preparation of the P-form.
  - B.A. in Theatre: We had several questions, most of which shadowed questions posed by administrative stakeholders in their own reviews. We will ask the proposer to provide responses to those stakeholders' queries as the starting point for our own discussion.
  - M.A. in Kinesiology: Again, our questions largely followed those submitted by administrative stakeholders. Those questions will serve as the starting for our analysis, so we will ask the proposers to respond in writing.
3. Templates for program EL budgets & MOUs (Mike Schroder): We walked through a sample breakdown of anticipated costs and revenues worked out with COBA for a 2013 special summer session program for international students. The spreadsheet is attached. It proved very helpful for faculty members to be able to see overhead costs (such as Chancellor's Office assessments). The spreadsheet helps to better understand how student fees for an EL program are developed. We will be looking at a full-scale program MOU in the next few weeks.

Tuition Per Unit	\$ 1,165.00
Target Number Participants	20
Minimum Acceptable	20

Student Costs		
Summer 2012	\$	7,002
<b>Total*</b>	<b>\$</b>	<b>7,002</b>

	# Participants	FY 13/14	
<b>Total Revenue</b>	\$ 1,165	<b>\$ 139,800</b>	<b>Student Tuition</b>
<b>Expenses</b>	<b>Total Units 6</b>		
<b>Variable:</b>	per class		
Printed materials	\$ -	\$ -	
<b>Total Variable Expenses</b>	\$ -	\$ -	
<b>Gross Margin</b>		\$ 139,800	
<b>Direct Expenses:</b>			
<b>Faculty Payments</b>		<b>\$ 18,000</b>	<b>Faculty Salary</b> Payments @ \$3,000/unit (20 student minimum)
Cultural Experience		\$ 2,000	
Textbooks		\$ 4,000	
Ground Transportation		\$ 3,000	
Food/Hospitality		\$ 15,540	
Program Administration		\$ 2,000	40 hours @ \$50/hour
Lodging		\$ 13,965	
To CoBA Administration		\$ 5,000	
ALCI		\$ 5,000	
		\$ -	
<b>Direct Expenses</b>		\$ 68,505	
<b>Total Program Expenses</b>		\$ 68,505	
<b>CSUSM/CO Charges (11% of Rev.)</b>		<b>\$ 15,378</b>	
<b>CoBA (5% of Rev)</b>		<b>\$ 6,990</b>	
<b>FAS (6% of Exp)</b>		<b>\$ 4,110</b>	
<b>IITS (~1.5% of Rev)</b>		<b>\$ 2,097</b>	
<b>SubTotal Reimbursements</b>		<b>\$ 28,575</b>	
<b>Total Expenses w/o EL Overhead</b>		<b>\$ 97,080</b>	
<b>Subtotal--Net position before EL O/H</b>		<b>\$ 42,720</b>	
<b>EL Overhead (25% of Rev)</b>		<b>\$ 34,950</b>	
<b>TOTAL EXPENSES with EL Overhead</b>		<b>\$ 132,030</b>	
<b>Variance</b>	<b>\$</b>	<b>7,770</b>	

Extended Learning assumes the financial risk for the program agreement. If the projected participant number falls below the projected 20 students, EL will coordinate with CoBA to cancel the program and/or to review options with CoBA to prepare alternative budget solutions/scenarios to hold the program with less than 20 students. EL retains 100% of the program variance to support CSUSM program development and initiatives.

**Signatures:**

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 Dean, Extended Learning

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 Provost, Academic Affairs VP

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 Dean, College of Business Administration

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 Director Procurement, Contracts and Support Serv.