



ADMINISTRATIVE MEMORANDUM VPAA

15-07

June 13, 2016

SUBJECT: Self-Support Program Academic and Administrative Oversight

DISTRIBUTION: Academic Deans and Department Chairs

In order to provide a consistent and transparent practice in College of eLearning and Extended Education (CEEE), the academic and administrative oversight are as followed:

- 1) Academic Oversight (College Deans):
 - a) Overall curriculum review
 - i) Review and approve documents for ICC process
 - ii) Review of program and course outcomes
 - b) Review of faculty qualifications and Program quality assurance
 - c) Ensure QOLT rubric is applied to online courses.

- 2) Administrative Oversight (AVP of CEEE):
 - a) Oversee program administrative support
 - b) Oversee program financial/budget planning and implementation
 - i) Retain signature authority over self-support program accounts
 - ii) Request codes to be used within the accounting structure to be able to easily identify and report on program revenue and expenses
 - iii) Manage program revenue and expenses
 - iv) Monitor contingency fund
 - v) Oversee revenue sharing
 - c) Program sustainability
 - i) Make final decisions on program viability
 - ii) Oversee program recruitment and marketing
 - iii) Insure that resources are available to satisfy accreditation standards
 - d) Assess online course quality assurance – QOLT

- 3) Faculty Workload Assignment
 - a) When faculty are hired and paid by the department/College (CEEE reimburses the College), the College Dean assigns workload and evaluates faculty
 - b) When faculty are hired and paid by CEEE, the AVP of CEEE assigns workload and evaluates faculty (when condition 1. b is satisfied)