

SOP Type: Internal SOP - DELTA-level that does not directly affect entities outside of DELTA
 External SOP - DELTA-level that affects these entities: Colleges and Departments
 Unit SOP - DELTA individual unit(s) affected:

Contact: DELTA Business Office

Effective Date: July 1, 2010

Last Revision Date: March 10, 2015

1. Introduction

DELTA has several instances where funds are transferred outside of DELTA to other university departments and colleges. In each scenario, the college Dean and University Business Officer (UBO) will be copied on all email exchanges that involve DELTA possibly funding their college and/or departments within their college. The DELTA Business Office will email each department and/or college Dean and UBO to notify them that the budget transfer, which included budget revision number and funding amount, has been initiated and copy Vicki Pennington in the Provost's Office. These scenarios are defined below, as well as the internal process DELTA follows per scenario:

- DELTA Grants:** Through the DELTA Grants, DELTA provides assistance to NCSU faculty and staff in the form of personnel hours and funds to support planning, design and development of high-quality distance education and blended courses and instructional resources. DELTA grants are provided to promote innovation in the use of instructional technology in online teaching and learning whether for fully-online or blended courses. As part of the DELTA Grants, DELTA supports Large Course Redesign, providing assistance to support faculty who are committed to learning about and redesigning large-enrollment, multi-section courses using technology-supported, active learning strategies. To receive grant funding, faculty or staff complete an online application via our grants system once a year (usually late spring/early summer, for awards to be distributed in the fall). After being ranked and reviewed in the online system by the appropriate departmental and college personnel, proposals are then vetted by a group of DELTA staff with expertise in online learning and by the Associate Vice Provost for Distance Education and, as appropriate, input from the Registrar's office; and, out of this review process, funding recommendations are made. Final discussion for DELTA grant awards occurs at a DELTA Senior Management Team meeting, with final approval on awards given by the Vice Provost for DELTA. See [Course Funding/DELTA Grants](#) for additional information.
- DE Program Development:** DE Program Planning and Development funds are provided to faculty and departments for the development, start-up support, or enhancement of degrees, certificates, and subject specializations offered at a distance. An RFP is issued to colleges and DE program directors during the spring semester with proposals due prior to the fiscal year end. Proposal requests outline the program objectives, identifying specific needs for the funds and other DELTA support, potential student populations, a time line for establishment of the program, and a detailed budget. Priorities for funding consideration are based on the following criteria: evidence of faculty support, the proposed program meets the needs of key or under-served DE constituencies, does not replicate programs existing elsewhere in the UNC system, and fits within the strategic vision of the university system, UNC system, and the state of North Carolina. Funding decisions are made after review by DELTA's Senior Management Team and the Vice Provost, and funds are transferred when annual budgets are allocated, usually in late summer or early fall.
- DE Flexible Access (Flat Rate Payments & Departmental Funding):** The Flexible Access program provides open enrollment distance education courses in a variety of subjects at graduate and undergraduate levels. Courses are scheduled and taught in the Fall, Spring, Summer I, Summer II and 10 Week Summer Sessions. The Flexible Access program serves several purposes. It helps students make progress toward degrees by the schedule flexibility provided by online courses. It acts as a conduit to NC State degree programs, particularly for students who have some hiatus between their former and current studies. It also serves as an incubator for new DE programs, giving faculty an opportunity to familiarize themselves with online environments, gauge student interest in a particular subject area, and build student demand for a particular program. Faculty participation in the program is voluntary,

and compensation and benefits are usually provided as additional pay. Instructors also receive teaching assistant support for each increment of 35 students enrolled in their DE course. Departments that offer courses through Flexible Access receive a direct allocation of support funds from DELTA based on the number of enrollments in their department as of census day. The Flexible Access program also funds course updates, re-recordings, and other course enhancements when the instructor deems the content is outdated or supplementary content is needed.

- **DE College Administrative Support:** Colleges in which Flexible Access courses are offered receive \$25/student as of census day for administrative support of DE courses, including the approval processes, curriculum oversight of DE courses, and other academic processes.
- **DE Continuing Program Funding:** Continuing funds for DE programs are allocated to the colleges annually per the terms of the MOU entitled Formula-based Funding for Distance Education Programs. Increases or decreases in the continuing budget to each college is calculated by a formula set out in the MOU based on the projected increases/decreases in Student Credit Hours budgeted for the program through the university's enrollment planning process. 50% of the funds are allocated at the beginning of the fiscal year, with the remaining 50% allocated after the spring census. Adjustments to the spring allocation will be made if the actual SCHs, as of spring census, deviate by more than 5% of the budgeted enrollment.
- **Special Circumstances:** Anytime a project authorizer would like to transfer funds outside of DELTA (Not under one of the preceding circumstances), their unit's Senior Management Team member must bring the request to the Senior Management Team meeting with the specific details of the request, which includes identifying the department/college and a description of why the transfer should be made. No commitments should be made for budget transfers outside of DELTA prior to SMT approval. (An example of a special circumstance might be: DELTA is partnering with a college for space up-fit that we will be utilizing along with the department, and the department has requested some funds from DELTA to cover a portion of the up-fit costs.) The SMT will then collectively consider each request and approve or deny the request. The Unit's SMT member will notify the requestor of approval or denial. If approved the Assistant Vice Provost for Business Operations will work with the requestor to initiate the transfer, notifying the appropriate college personnel.