

## **University Budget Committee Budget Analysis Guidelines**

It is the charge of the University Budget Committee to provide an analysis of budgetary impact to the Academic Senate of those proposals submitted for Senate for approval. The University Budget Committee expects the initiating department/program to provide a reasoned estimate of those changes that will result from implementation of their proposal. The estimate is to be provided in the form of quantitative and narrative descriptions, so as to permit University Budget Committee analysis. The University Budget Committee also requires evidence that the proposal has received fiscal review at the College/School level. The University Budget Committee therefore requests that departments/programs use the following guidelines in providing the information required.

1. Projected changes in enrollment (FTES)
  - a) What is the recent enrollment history of the program and what effect will the proposed changes have on enrollment?
  - b) If FTES is expected to increase, what proportion represents new FTES and what proportion represents shifts from existing programs?
  - c) How did you estimate your expected changes in enrollment?
2. Projected changes in existing curriculum
  - a) Will there be changes in the cost of delivering the curriculum? What will those costs be and what is their basis?
  - b) For new courses, what is the estimated class size, frequency, and level/classification (“S” or “C” classification) of course delivery? Please be specific.
  - c) For courses currently being offered, will there be changes in class size, frequency, level or classification of course delivery? Please be specific.
  - d) Will courses be dropped from the existing curriculum? Please list specific courses.
3. Projected changes in faculty
  - a) Will there be a shift in faculty assignments? If so, what will be the difference between current and proposed assignments?
  - b) Will there be shifts in faculty numbers or distribution (T/TT vs FT/PT)? If so, what will they be?
  - c) Will new positions be added/required and what resources will be used to acquire them?
4. Projected changes in budget
  - a) What is your current operating budget?
  - b) What are your current positions (T, TT, FT, PT, staff)?
5. Budgetary impact over time
  - a) What are the projections for 1, 3 and 4 above as the program moves through its first cohort and sufficient courses and resources are brought online to satisfy the graduating cohort and all new cohorts at that time?
  - b) What are the plans for a systematic budgetary review of the program at the end of the transitional period (toward full implementation when all cohorts are in place)?
6. Do you anticipate outside revenue to support your program (state funds, grants/contracts, endowments, etc.)?
  - a) Will budget requirements change and what will those changes be (e.g. in operating budget, facilities, equipment, technical support, staff, etc.)? Please specify.
  - b) Will there be any increase in administrative roles/responsibilities that require buy-back or release time?
  - c) How will the expected changes in budget requirements be met?
  - d) Has the budgetary impact of the proposal been reviewed by the College/School Budget Committee and Office of the Dean?
7. Effect on Support Services and programs in other Colleges/Schools
  - Are support services (e.g. Library, AIC) required for program implementation and function?
  - Are programs in other Colleges/Schools directly affected by the proposal and in what way?
  - Who are the representatives in the affected service areas and/or Schools/Colleges that have been contacted?