Allocating Distance Learning Auxiliary Fee Money
in Support of Professional Development
USFSP
May 2, 2014

Each semester, the Colleges and the Library offer an array of online courses and programs. The Distance Learning (DL) Auxiliary fund receives funds when students pay their System-mandated $50-per-credit-hour fee for a course that has been coded as being fully online, according to state guidelines. The Student Credit Hours (SCH) generated by each College’s fully online courses is tracked by the DL Fund’s Primary Accountable Officer.

Allocation formula

Each College will receive an allocation each semester equal to ten percent (10%) of the fee money generated from their designated online courses for the purpose of faculty or staff development.

The Library, as the centralized support unit for online learning, will receive one and one half percent (1.5%) of the total generated fee income for the purpose of faculty and staff development.

Other units that support distance learning at USFSP may submit requests for faculty and staff development using funding from the DL Auxiliary Fund. Such requests will be decided by the Primary Accountable Officer, in consultation with the Regional Vice Chancellor for Academic Affairs and other appropriate individuals.

Use of the DL allocation

The allocation may be used to support conferences, workshops, or training that is related to online or distance learning. Discipline-specific conferences or workshops may be considered if there is significant content related to online or distance learning and the awardees specify that they will be attending or taking part in those sessions. The faculty or staff member need not be presenting or chairing a session but will be expected to report back on the experience in order to increase institutional knowledge and expertise in online course design and delivery. While each unit will determine the appropriate format of the reporting, broad sharing across the unit or the institution is encouraged.

While the Deans will initiate the requests and will determine the amount of a specific award, the Accountable Officer will oversee and coordinate the use of the allocation to determine that the expenditure complies with state and university guidelines. If a request exceeds the College’s or Library’s allocation, the Dean will be notified and asked to revise the amount of the award. The Accountable Officer will provide regular reports to the Regional Vice Chancellor for Academic Affairs and to the Deans on the use of the allocations and the remaining balance for each unit.
Process for requesting professional development support

**Step 1:** Complete the *Distance Learning Service/Funding Request Form*. (The form can either be filled out on your computer and then printed, or printed and then filled out by hand.)

**Step 2:** In the Justification section requesters must include:

1. A brief explanation on how it relates to distance learning and will benefit the requesting individual(s) and the institution.
2. A brief explanation on how the requester plans to share the results of attendance within the institution after returning.
3. Whether the requester is attending as a presenter or an attendee
4. Dates of travel
5. Name and dates of conference
6. Estimate of costs, including:
   - Registration
   - Travel
   - Hotel
   - Per diem
   - Other expenses associated with attendance or presenting

**Step 3:** Attach all supporting materials about the conference, registration costs, program, etc.

**Step 4:** Obtain Dean and Department Chair approval on the *Distance Learning Service/Funding Request Form*. **Dean must designate the total amount of the award on the form.**

**STEP 5:** Submit the *Distance Learning Service/Funding Request Form*, and all required documentation, to the Accountable Officer’s (AO) Administrative Assistant.

**STEP 6:** AO’s staff will notify the College representative when the request has been approved.

**STEP 7:** College representative will prepare TARs and make all travel arrangements using the designated chartfield.

**STEP 8:** AO will approve travel in the FAST System, as needed.

**STEP 9:** College representative will send copy of completed and signed TER to AO’s Administrative Assistant so that necessary documentation can be provided to auditors.