

**LONG-RANGE PLANNING:
INTEGRATING ASSESSMENT,
PLANNING & BUDGETING**

July, 2008

Planning Guide Contents

	<u>Page</u>
Directions for Completing the Planning Forms	2
Planning for Budget Years 2009/2010 and 2010-2011	6
Schedule for FY2009/20010 & FY2010/2011 Budget	9
Forms	12
List of Optional and Mandatory Forms (To Be Completed)	35

July, 2008

Directions for Completing the Planning Forms

FY 2009/2010 to FY 2014/2015

The following directions for completion of the forms ensure consistency in the preparation of plans and will assist in your planning. Please submit all planning forms requested, including the forms you are not responsible for completing. Packages not containing all the required information will be returned. Forms must be completed by all units in the university. Grant fiscal officers in all units should consult their supervisors to determine which forms must be completed. Use fall 2007 data and assessment data collected during 2007-2008 to make justifications for the budget request which may be an increment or a decrement.

Form 200A – Statement of Purpose (Division/College)

Complete this form only if changes have been made. The purpose statement for the college/division should justify the existence of the college/division and should show its relationship to:

- a. the stated mission and vision of the university,
- b. the department/offices,
- c. those whom it directly serves,
- d. the services it provides to related areas, and
- e. the needs of the general student body.

This statement should flow from the university's mission.

Form 200B – Statement of Purpose (Department/Support) (All)

Complete this form only if changes have been made. The purpose statement for the department/office should justify the existence of the department and should show its relationship to:

- a. the stated mission and vision of the university,
- b. the goals for the college/division,
- c. those whom it directly serves,
- d. the service it provides to related areas, and
- e. the needs of the general student body.

This statement should flow from the division and/or college statement of purpose.

Form 200C – Program/Unit Objectives (All)

Complete this form only if changes have been made. List the objectives of your program/unit. These objectives should be stated as what the department/unit intends to do. They should also be related to the university's mission and department's statement of purpose and should focus on basic operations of the department.

Form 201A – Assessment Plan (Non-Academic Departments)

Use the guidelines from your professional association to develop intended outcomes which must be linked to your program objectives. Then develop assessment procedures, indicators, (criteria for success), dates to be administered, to whom and by whom (process owners) and when. Be concise and realistic. List only three of the most important outcomes to be assessed. All units should list one outcome that supports student success and assess that outcome. Attach a copy of the guidelines from the professional association. Refer to step IV in Steps in the Process.

Form 201AC – Non-Instructional Unit Assessment Documentation: Instructions and Report Form

Use the instructions on this form to complete the assessment report for the current academic year. Provide sufficient documentation to convince the reader that assessment has been done.

Form 201B – Format for Assessment Plan (Instructional Departments and Appropriate Support Program)

Attach only the plans for assessment of student learning and development. The plan and assessment data required for the budget forms may be obtained from the faculty assessment coordinators.

Form 202A – Academic Program Review for Budget Decisions (Academic Areas Only)

Include trend data for the past five years for enrollment, credit hours generated, program costs and other evaluation criteria. This information by department and college is available at www.csu.edu/Administration/InstitutionalResearch/csufactbook.htm. Supply the data for 2007/2008 and recalculate the MEAN.

Form 202B – Clients of Non-Institutional Departments

Provide information that is related to your department/unit. The number of clients served is important in determining need.

Forms 203A through 206F have been removed from the planning and budget packet. However, the information in these forms should still be used in making budgetary decisions. Please consult the *CSU Fact Book* or Institutional Research.

Form 207A – Base Budget Justification (Optional)

List the budget for the program or function for which you will be making a request for an increment or decrement on Form 207B. Do not list the budget for the entire department, only the current amount for the specific program or function for which the budget request is made. Deans and vice presidents may use this form as needed, but directors, coordinators and department chairs should complete this form only if a budget request is made.

Form 207B – Recurring Budget Request for Departments

List the amount of the budget request for the specific program or function identified on Form 207A. This is a recurring budget request. Indicate whether the request is an increment (I) or decrement (D). You must also write the number of the strategic goal(s) and/or subgoal(s) served. Also indicate ‘Y’ if the request is assessment related or ‘N’ if it is not. Deans and vice presidents may use these forms as needed, but directors, coordinators and department chairs should complete this form only if a budget request is made.

Form 207C – Nonrecurring Budget Requests: Short-Term Requests for Departments (Optional)

List actions that require funding for only one year and write the number of the strategic goals served. Also indicate ‘Y’ if the request is assessment related or ‘N’ if it is not. Deans and vice presidents may use this form as needed, but directors, coordinators and department chairs should complete this form only if a budget request is made.

Form 207D – Capital Requests (Only If There Is A Need)

Provide capital requests along with a justification, cost estimate and explanation for each project. A definition for capital projects may be found on this form.

Form 207E – Request to Institutionalize Grants (Grant Recipients Only)

Indicate the funds needed to institutionalize a grant. Provide a justification and an explanation of how the university will benefit.

Form 208A – Reallocation Recommendations (From List) For Deans and Vice Presidents Only (Mandatory)

List the programs or functions for which funds are to be decreased. Write the purpose for the reduction and the name of the receiving department. Identify if the reductions are recurring (R) or nonrecurring (NR). The total amount of the reallocation on Form 208A should equal the amount of the reallocation on Form 208B. The total recurring amounts on Forms 208A and 208B should be equal, so should the total nonrecurring amounts on Form 208A and Form 208B.

Form 208B – Reallocation Recommendations (To List) For Deans and Vice Presidents Only (Mandatory)

List the programs or functions for which funds are to be increased. Indicate whether the funds are recurring (R) or nonrecurring (NR). The total amount of the reallocation on Form 208B should equal the reallocation total on Form 208A. The total recurring amounts (R) on Form 208B should equal the total of the recurring amounts (R) on Form 208A. The nonrecurring (NR) amounts on both forms should also be equal.

Form 208C – Requests for Unfunded Funds For Vice Presidents and Deans Only (Mandatory)

Review the recommendations from your college/division and list the requests for new unfunded funds. **DO NOT LUMP** several programs/offices/departments together as one request. List only one program, office, or department for each budget request. Provide a justification for each and attach all budget forms for each one listed. Include the name and the dollar amount for each request. Send one copy to Dr. Pogue. **(Mandatory)**

Form 208D – New and Expanded Program Request (NEPR For Deans and Vice Presidents Only) (Optional)

Use this form for an initial request for new state of Illinois dollars for a new or expanded program. A new or expanded program may include a new degree program or a non-degree academic initiative such as new laboratories, library acquisitions or programs to recruit and retain students. Provide a paragraph description of the NEPR and an estimated budget. This request must be approved by the appropriate dean or vice president. Contact Robin Benny in the Office of the Provost for the complete NEPR proposal, if your request is approved.

Form 208E – Assessment-Based Request For New Funds (For Academic Affairs Only) (Optional)

Departments and offices requesting funds on Forms 207B or 207C should complete this form.

Form 208F – Long-Range Budget (Needs) Requests (All) (Mandatory)

Use trend data and the analysis of the past year's assessment results to list actions to be taken in three to five years 2009-2010 to 2014-2015. The Budget Office must submit this information to the IBHE. Deans should send copies of these completed forms to the provost. The provost and vice presidents should send copies of these completed forms to the Budget Office.

Planning for Budget Years 2009/2010 and 2010/2011

FY 2010: July 1, 2009 – June 30, 2010

FY 2011: July 1, 2010 – June 30, 2011

Request for New Funds

As a reminder, budget requests should be estimated using present programs and projects. Requests should be realistic and consist of no more than is necessary for the performance of department or office functions.

All requests for new funds must be approved by the appropriate dean, vice president or administrative head. Department chairs and program directors may request new funds in one of two ways:

1. New and Expanded Programs (NEPR) – New recurring money from the state of Illinois.
2. Summary of Prioritized Budget Requests – Reallocation of existing CSU funds.

The following calendar will be used:

Completion Dates

Activities

July, 2008

Deans and vice presidents hold meetings in units/departments to explain the long-range planning process that integrates planning, budgeting and assessment.

August 29, 2008

Department Chairs, Directors and Coordinators

1. Department chairs and academic program directors send their planning and budget requests for FY 2009/2010 and FY 2010/2011. Hard copies and disks should be sent to the appropriate dean. Support coordinators and directors in administrative and student affairs should send requests to the appropriate vice president or administrator. Be sure to send all the forms requested, including the forms you are not responsible for completing as hard copies and on disks. Incomplete packages will be returned.
2. Non-instructional departments/support units should send copies of completed Forms 201A and 202B completed to Dr. Jerald Henderson, CRSU-158. In some instance, non-instructional departments may use Form 201B. Both electronic and hard copies should be sent.
3. Discuss the New and Expanded Program Request (NEPR) with the appropriate dean or vice president for student affairs or academic affairs whose approval is required. A paragraph description of the NEPR and the dollar amount should be included in the planning and budgeting packet.

September 29, 2008

Deans and Assistant Provosts

1. The deans and assistant provosts send the following forms to the provost and to the chair of the Long-Range Planning Committee.

Form 207D – needed for capital requests

Form 207E – as needed

Form 208A

Form 208B

Form 208C – Send one copy to Dr. Pogue for the Finance Committee.

Form 208D – Send approved NEPR form to Robin Benny (ADM-306).

Form 208F – long-range budget needs

2. All budget recommendations complete with rationales and evidence to support requests must be submitted as hard copies and on disks.
3. The deans and assistant provosts should discuss budget recommendations with their department chairs, coordinators and directors.
4. **The deans also send approved NEPR forms to Robin Benny.**

October 30, 2008

Vice Presidents

1. Vice presidents send the following forms to the budget director, the Budget Committee, and the chair of the Long-Range Planning Committee (CRSU-158).

Form 207D – needed for capital requests

Form 207D – as needed

Form 208A

Form 208B

Form 208C – Send one copy to Dr. Pogue for the Finance Committee.

Form 208D – Also send approved NEPR form to Robin Benny (ADM-306).

Form 208F – long-range budget needs

2. All budget recommendations complete with rationales and evidence to support requests must be submitted as hard copies and on disks.
3. The provost and all vice presidents must discuss budget recommendations with their deans, directors and coordinators.

December 2008	Vice President present budget requests to the University Budget Committee (UBC).
December 1, 2008	Annual Strategic Planning Implementation Progress Reports.
December 15, 2008	Department chairs send full NEPRs to the deans.
January 15, 2009	Deans send full approved NEPRs to Academic Affairs (Robin Benny).
February 2009	UBC sends budget recommendations to the President.
March 3, 2009	Robin Benny (Academic Affairs) sends NEPRs to the University Budget Committee and the Office of the Budget.
April 2009	UBC sends recommended NEPR priorities to the President.
May 2009	The Office of Budget sends the President's operating and capital budget requests for 2009/2010 to the CSU Board of Trustees.

SCHEDULE FOR FY 2010 & FY 2011 BUDGETS

Note: FY 2010 = July 1, 2009 – June 30, 2010

FY 2011 = July 1, 2010 – June 30, 2011

2008

July	Call for Long-Range Planning (LRP) Forms, to initiate annual process. (Dr. Lipscomb)
August 29	Chairs/Directors send department-level request forms for both <u>FY 2010</u> and <u>FY 2011</u> to <u>Deans and Assistant Provosts</u> . Non-instructional units send electronic and hard copy assessment documents to Dr. Jerald Henderson (CRSU-158).
September 2-12	Chairs/Directors meet with Deans and Assistant Provosts to discuss FY 2010 and FY 2011 requests.
September	CSU Board approves revised FY 2010 operating and capital budget requests to IBHE. CSU Board approves detailed FY 2009 internal operating budget.
September 29	Deans send college-level request forms for both FY 2010 and FY 2011. Deans send approved NEPR summary statements to Robin Benny and the Chair of the Long-Range Planning Committee
October 1-10	Deans/Directors meet with Vice Presidents (VPs) to discuss FY 2010 and FY 2011 requests.
October 15-27	VPs prepare division-level request forms for both FY 2010 and FY 2011.
October 30	VPs send FY 2010 and FY 2011 electronic and hard copy request forms to the Long-Range Planning Committee Chair, the Budget Director, <u>and</u> the University Budget Committee (UBC).
November 17	Budget Office issues call for departmental FY 2010 line-item budget changes for appropriated funds.
November 17- December 2	Follow-up meetings occur between VPs and Deans/Directors and between Deans and the Chairs to apprise of division-level recommendations; and discuss department <u>line-item budgets</u> for anticipated FY 2010 appropriated funds.
December 1	Annual Strategic Planning Implementation Progress Reports
December 8	FY 2010 departmental line-item budget change requests approved by their respective VPs are due in the Budget Office.

December 15	Department Chairs send complete NEPRs to the Deans.
December 2008	VPs make presentations of their FY 2010 and FY 2011 requests to the University Budget Committee.
<u>2009</u>	
January 15	Deans send NEPRs to Robin Benny
January	UBC prepares FY 2010 recommendations.
February 2*	The Illinois Board of Higher Education approves budget recommendations for <u>FY 2010</u> .
February 13	UBC sends FY 2010 Budget Recommendations to the President.
February 16 - May 1	Department Chairs and Program Directors meet with their faculty/staff to discuss planning and budget needs for <u>FY 2011</u> and <u>FY 2012</u> .
February 25	Budget Director gives VPs budget request information updates based on the governor's recommended level of funding. If the difference between CSU's proposed budget and the governor's proposed budget requires action, additional internal meetings will be scheduled.
March 3	The assistant to the Provost (R. Benny) sends FY 2011 NEPRs to the budget office and to the university budget committee.
March 13*	UBC meets with Academic Affairs on FY 2011 NEPRs.
March 16-31	UBC reviews FY 2011 NEPR recommendations.
March 31	UBC sends FY 2011 preliminary budget recommendations to the President.
April 3	Budget office issues call for FY 2010 non-appropriated budgets.
April 8-22	VP's meet with unit heads on FY 2010 non-appropriated budgets.
April 24	Non-appropriated FY 2010 budgets are due in the Office of Budget.
May	CSU Board approves preliminary <u>FY 2011</u> request to IBHE.
June	CSU Board approves preliminary/estimated FY 2010 budget.
June 2	Non-instructional units send Form 201AC (assessment report) to Dr. Jerald Henderson in CRSU-158

July 1

FY 2010 fiscal year begins.

* *tentative*

Form 200A

DIVISION/COLLEGE STATEMENT OF PURPOSE

Division/College _____

Preparer _____

DIRECTIONS: The Division/College Statement of Purpose should reflect its relation to: (1) the mission and vision of the university, (2) the division/college's goals, (3) the persons to be served, (4) services to other areas, and (5) services to the general student body.

Statement of Purpose:

Form 200B

DEPARTMENT/SUPPORT UNIT STATEMENT OF PURPOSE

Department/Support Unit _____

College/Division _____

Preparer _____

DIRECTIONS: The Departmental/Unit Statement of Purpose should reflect its relation to: (1) the mission and vision of the university, (2) the goals of the college/division, (3) the persons to be served, (4) services to other areas, and (5) services to the general student body.

Statement of Purpose:

Program/Unit Objectives

List the program/unit objectives for your department or office. Additional sheets may be used, if needed.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

Assessment Plan (Non-Academic Departments)

Support Unit _____

Program/Unit Objective _____ (Use a separate sheet for each program/unit objective.)

Outcomes	Assessment Instruments/ Procedures/Strategies	Indicators/Criteria For Success	Process Owner	Audience/Customer	Date to be Administered

* These are benchmarks your department will set and against which acceptable performance will be judged. These criteria are most often stated as percentages, percentiles, averages or other quantitative measures.

Form 201AC

NON-INSTRUCTIONAL UNIT ASSESSMENT DOCUMENTATION: INSTRUCTIONS AND REPORT FORM

Instructions for Assessment Report (Form 201AC)

- You will have one report form (Form 201AC) for each outcome stated on Form 201A. Thus, if there are three “outcomes” listed on Form 201A, there will be three Form 201AC’s.
- On your first Intended Report Page (Form 201AC), in the box underneath “Intended Outcome,” *transfer the first outcome from Form 201A*. On the second Form 201AC, *transfer the second outcome from Form 201A into the box at the top of Form 201AC*, and continue this process for all outcomes.
- Complete the boxes under the “First Means of Assessment for the Outcome Identified Above” subsection according to the directions listed below.
 1. Means of Unit Assessment & Criteria for Success: *Describe the source of your assessment information* (for example: unit records, graduating student survey, or report from an external agency). Based on the selected means of assessment, provide a criteria for success which answers the question: “If our unit is functioning the way we think it ‘ought’ to function, what will be our score on this means of assessment?”
 2. Summary of Assessment Data Collected: *Enter a brief summary of the data you collected from your assessment activities*. There should be enough data here to convince the reader that assessment has been done. Data should be reported in exact figures, not rounded. Make sure the data collected relate back to the outcome described in the first box.
 3. Use of Results to Improve Unit Services: *Describe how the unit used the information obtained from assessment activities* described in the “Means of Unit Assessment and Criteria for Success” block to improve the unit’s services. This improvement needs to relate back to the outcome stated in the box at the top of the page. If the unit fails to meet its criteria for success, then this section is used to describe what actions the unit has taken or will take to assure that the outcome is met.
- Complete the boxes under “Second Means of Assessment for Outcomes Identified Above:” as you completed the “First Means of Assessment for the Outcome Identified Above.” If there are three means of assessment for an outcome, then list the third assessment on a separate sheet.
- Please do not restrict your explanations to the boxes in Form 201AC, but use the format and include enough information so that it is clear to the reader that you actually engaged in the assessment activities.

Form 201AC

**ASSESSMENT REPORT
FOR**

(Support Unit)

(Submitted By)

(Assessment Period Covered)

(Date Submitted)

Intended Outcome:

NOTE: There should be one Form 201AC for each intended outcome listed on Form 201A. The intended outcome should be restated on the above line.

First Means of Assessment for Outcome Identified Above:

___ a. Means of Program Assessment & Criteria for Success:

___ a. Description of Data Collection & Assessment Results:

___ a. Use of Results to Improve Instructional Program:

Second Means of Assessment for Outcome Identified Above:

___ b. Means of Program Assessment & Criteria for Success:

___ b. Description of Data Collection & Assessment Results:

___ b. Use of Results to Improve Instructional Program:

FORMAT FOR ASSESSMENT PLAN

PROGRAM: _____

Department Statement of Purpose (mission)

Program Objectives

- 1.
- 2.
- 3.

Student Outcomes

- 1.
- 2.
- 3.

<u>Program *</u> <u>Objectives</u>	<u>Student</u> <u>Outcomes</u>	<u>Assessments</u>	<u>Criteria **</u>
a.	a.	a.	a.
b.	b.	b.	b.
c.	c.	c.	c.

* Program objectives related to learning must be assessed. Link program objectives to appropriate outcomes and assessments.

** Attach definitions of criteria.

ACADEMIC PROGRAM REVIEW FOR BUDGET DECISIONS

<u>Evaluation Criteria:</u>	<u>Academic Years</u>					Mean
	<u>2003-2004</u>	<u>2004-2005</u>	<u>2005-2006</u>	<u>2006-2007</u>	<u>2007-2008</u>	
Headcount of Faculty in Fall Term						
Full-time ¹						
Part-time						
Number of Terminal Degrees ²						
Full-time						
Part-time						
Annual Credit Hours ^{3, 5}						
Number of Majors in Fall Term						
Number of Minors in Fall Term ⁸						
Annual Degrees ⁴						
Annual Discipline Unit Cost ³						
Dollars Per Credit Hour						
Ratio to State Average						
Faculty Load ⁶						
Program Accreditation Status ⁷						

¹ Include full-time temps in the full-time count.

² Count the number of faculty with terminal degrees as defined by the Departmental Application of Criteria.

³ When computing the credit hours and unit cost, the summer term is counted in the academic year just past.
E.G., Summer 1999 is part of the 1998-99 academic year, while summer 2008 is part of the 2007/2008 year.

⁴ When counting annual degrees, degree requirements that are completed in the summer term are counted in the upcoming year.
E.G., Degrees completed in summer 1999 are counted in the 1999-2000 year.

⁵ Annual credit hours include the credit hours completed by both majors and non-majors in a given discipline.

⁶ Faculty Load = Fall plus spring CUES divided by the number of full-time faculty, including full-time temps.

⁷ Accreditation: A = Accredited; N = Not Accredited; NA = Not Applicable

⁸ This is a new category. Begin with fall 2007 term.

*Use fall 2007/2008 data.

EXPLANATION OF THE DISCIPLINE UNIT COST

Annual Discipline Unit Cost

Cost per Credit Hour: The source of the cost data is the IBHE *Discipline Unit Cost Study*. In short, the Discipline Unit Cost refers to the amount of money it costs to provide one credit of instruction to a student in a particular discipline. For example, in FY96 it cost \$103.56 to provide one credit hour of instruction to lower-division students (majors and non-majors) enrolled in criminal justice courses. The cost contains the proportion of faculty salary for direct instruction (i.e., class time, course preparation, grading, independent studies, procurement of supplies); indirect instruction (e.g., time spent developing new programs and courses, counseling of students not enrolled in criminal justice courses, sponsoring student clubs); departmental research (research which is assigned to the faculty member by the department chair); and the proportion of costs associated with departmental overhead and college overhead. The costs associated with the underlined items are allocated to the criminal justice discipline in proportion to the total number of credit hours completed by students in criminal justice. Costs do not include costs associated with university overhead, academic support (e.g., library, academic affairs office), student services (e.g., athletics, student clubs, residence hall, counseling center, campus activities, financial aid), institutional support (e.g., financial affairs, board activities, president's office, public relations, alumni affairs, development), and the physical plant.

Ratio to State Average: Every degree program is identified by a six-digit CIP code. IBHE computes the state average (public universities only) of programs with the same CIP code. The CSU cost is compared to this state average. A ratio greater than 1.20 (more than 20% over the state average) or less than .80 (20% below state average) is cause for concern. For ease of analysis, IBHE sometimes combines similar disciplines. In the IBHE analysis, sociology programs are combined with anthropology programs. Thus, CSU's sociology program is being compared to other sociology programs at Illinois public universities as well as to anthropology programs. To learn what the comparison group is for your discipline, call Robin Benny at extension 4535.

Note on Graduate Level Costs: Sometimes costs show up at the graduate level even for disciplines that do not have a graduate program (e.g., art). This is because costs are determined by the level of student completing a course, not by the level of course. Because some graduate students take undergraduate courses, costs will show up as graduate-level instruction.

CLIENTS OF NON-INSTRUCTIONAL DEPARTMENTS

Department/Units

Directions: Provide the number of clients for the current year and the next one.

Clients	Number of Clients	
	Existing	Projected
<u>Internal</u> Students		
Faculty		
Staff		
Other Units (Specify) _____		
<u>EXTERNAL</u> (e.g., schools, agencies, businesses, employers, community groups.) Specify: _____		

Form 207A - Base Budget Justification For 2009-2010 (Optional)

Directions: List the present budget for a program or function for which you will be making a request on Form 207B. Explain the purpose of the program or function for which you will be making a request. Deans and Vice presidents may use this form as needed. **Optional.** Complete this form only if you are making a budget request.

Division/College, Department, Support Unit _____
 Program or Function _____

Budget Item	Budget Request	Purpose			
1120A,C,F Academic, Civil Service and Faculty Salaries	Current \$ Allocation				
1130 Extra Help					
1140 State Aides					
1140 College Work Study					
1200 Contractual					
1290 Travel					

Chicago State University

Base Budget Justification Sheet for 2009-2010 (Optional)

Division/College, Department, Support Unit _____

Budget Item	Budget Request	
1300 Commodities	Current \$ Allocation	Purpose
1500 Equipment		
Other - Specify and Explain		

Form 207B - Recurring Budget Request for Departments (Optional)

Directions: State the budget request for 2009-2010. Indicate whether it is an increment (I) or decrement (D). You must also write the number of the strategic goal(s) served. Also, indicate "Y" if the requested is assessment related or "N" if it is not. Deans and vice presidents may use this form as needed. Complete this form only if you are making a budget request.

Division/College, Department, Support Unit _____
 Program or Function _____

Budget Item	Budget Request	Purpose	Increment (I) or Decrement (D)	# of the Goal(s) Served	Assessment Related Y or N
1120A,C,F Academic, Civil Service and Faculty Salaries					
1130 Extra Help					
1140 State Aides					
1140 College Work Study					
1200 Contractual					
1290 Travel					

Form 207B - Recurring Budget Request for Departments (Optional) (Cont'd.)

Division/College, Department, Support Unit _____

Program or Function _____

Budget Item	Budget Request	Purpose	Increment (I) or Decrement (D)	# of the Goal(s) Served	Assessment Related Y or N
1300 Commodities					
1500 Equipment					
Other - Specify and Explain					

Capital Requests

Capital Projects are generally defined as buildings, additions and/or structures (construction of those facilities with roofs and/or walls that have foundations including site development... necessary for preparation of a site for “construction purposes, and require built-in, special purpose, or other fixed equipment, which is permanently affixed or connected to the real property in such a manner that removal would cause damage to the real property.”) This category also includes necessary utility’s expenditures for “distributing or disbursing utility services outside the five-foot boundary line of existing or proposed buildings, additions and/or structures.”

Also included in capital is a category called Remodeling and Rehabilitation which includes projects that will appreciably prolong previously estimated useful life or appreciably increase the estimated value of a facility. It also includes projects which reshape, reconstruct, or make over property in a different way. Major remodeling and/or rehabilitation usually involves a substantial change in the function of space such as a completely remodeled wing, floor or majority of a building. To qualify for major remodeling, a building should be a least 25 years old and meet other capital criteria.

Base Budget Year

Description of Capital Project (with estimated completion date)	Justification of project and relationship to program	Estimated Cost

Next Budget Year

Description of Capital Project (with estimated completion date)	Justification of project and relationship to program	Estimated Cost

Long-Range Budget Needs

Description of Capital Project (with estimated completion date)	Justification of project and relationship to program	Estimated Cost

Request to Institutionalize Grants (Optional)

Indicate funds needed to institutionalize a grant

Amount _____ Funding Period _____

Funding Agency _____

Purpose _____

Funding Amount

Justification

**Form 208A - Reallocation Recommendations (From List)
For Deans and Vice Presidents Only (Mandatory)**

Directions: List the programs for which funds are to be decreased. Write the purpose for the reduction and the receiving department. Identify if the reductions are recurring (R) or nonrecurring (NR). Send this form attached to Form 208B, only if there is a budget request or change.

Division/College _____

Program/Function	Original Allocation	Reallocation	R/NR	Revised Reallocation	Purpose For Reduction	Department Receiving Funds

Total _____

The reallocation total on Form 208A must equal the reallocation total on Form 208B.

The "R" total on Form 208A must equal the "R" total on Form 208B.

The "NR" total on Form 208A must equal the "NR" total on Form 208B.

**Form 208B - Reallocation Recommendations (To List)
For Deans and Vice Presidents Only (Mandatory)**

Directions: List the programs for which funds are to be increased. Indicate whether the funds are recurring (R) or nonrecurring (NR). Send this form attached to Form 208A, only if there is a budget request or change.

Division/College _____

Program/Function	Original Allocation (1)	Reallocation (2)	R/NR	Revised Reallocation (1+2)	Purpose For Receipt of Funds	Source of Funds

Total _____

The reallocation total on Form 208B must equal the reallocation total on Form 208A.

The "R" total on Form 208B must equal the "R" total on Form 208A.

The "NR" total on Form 208B must equal the "NR" total on Form 208A.

Form 208C - Requests for New Unfunded Funds (For Vice Presidents and Deans Only) (Mandatory)

Division/College _____

Preparer _____

Directions: Review the recommendations from your college/division and list the requests for new unfunded funds. **DO NOT LUMP** several programs/offices/departments together as one request. List only one program, office, or department for each budget request. Provide a justification for each and attach all budget forms for each one listed. Include the name and the dollar amount for each request. Send one copy to Dr. Daniel. **(Mandatory)**

Requests (Dept/Office/Program)	Amount	Assessment Related	Strategic Goal (s) and Strategy Served	Justification
Operating				
Capital				

**Form 208D. New and Expanded Program Request (NEPR)
For Vice Presidents and Deans Only (Optional)**

Use this form for an initial request for new state of Illinois dollars for a new or expanded program. **Use one form for each request.** A new or expanded program may include a new degree program or a non-degree academic initiative such as a new laboratory, library acquisitions, or programs to recruit and retain students. The dean should send the approved request to Robin Benny.

Summary

Briefly describe the program and provide a rationale and objectives.

Budget

Please provide an estimated budget showing the general budget categories of personnel, contractual, travel commodities, and equipment. Details are not required at this time.

Dean's Approval: _____ Date: _____

Form 208E Assessment-Based Request For New Funds (Optional)

This form should be used only by departments and offices that are requesting funds on Forms 207B or 207C.

Name of Department/Office - _____

Preparer - _____

Intended Outcome -

Assessment Measure(s) -

Assessment Findings -

The Program Change or Modification -

Describe the change or modification for which funds are requested.

Assessment of the Proposed Change -

Describe the activities that will take place. Include the expected outcome and the assessment measure.

Budget-

Long-Range Budget (Needs) Requests (Mandatory)

Using the university's strategic plan, assessment results, and trend data (where applicable), list programs or functions that will need funding for the next three to five years. **It is mandatory to provide information for the first three years because the budget office needs this information to report to the IBHE.** Duplicate this sheet as needed.

Actions	Purpose and Funding Source	Amount	Budget Years
			2009-2010
			2010-2011
			2011-2012
			2012-2013
			2013-2014
			2014-2015
			2015-2016

Planning for FY 2009/20010

List of Optional and Mandatory Forms

1. **Optional-Changes/Revisions (ALL)**

Complete the following forms only if changes have been made.

Form 200A
Form 200B
Form 200C

2. **Optional Forms/Budget Requests for all Except Deans, Assistant Provosts and Vice Presidents**

Most of these forms need to be completed only if budget requests are made. However, deans and vice presidents complete Forms 207D, 207E, 208A, 208B, 208C, 208D and 208F as indicated in item #4.

Form 207A	Form 207D	Form 208B
Form 207B	Form 207E	Form 208D
Form 207C	Form 208A	Form 208E

3. **Mandatory Forms**

Form 201A (non-instructional and support programs)
Form 201AC (non-instructional and support programs)
Form 201B (instructional departments and appropriate support programs)
Form 202A (instructional departments)
Form 202B (non-instructional departments)
Form 208F ALL

4. **Mandatory Forms to be Completed by Deans, Assistant Provosts and Vice Presidents**

Form 207D
Form 207E – as needed
Form 208A
Form 208B
Form 208C – Send one copy to the president of CSU.
Form 208D – Send approved NEPR form to Robin Benny (ADM-306).
Form 208F – long-range budget needs

- a. Department chairs and program directors should send their budget request forms to the appropriate dean or administrator no later than August 29, 2008
- b. Deans and assistant provosts should send their budget request forms to the appropriate vice president and the chair of the long-range planning committee, no later than September 29, 2008.

- c. The vice presidents should send their budget requests to the budget director, the Budget Committee and the chair of the Long-Range Planning Committee, no later than October 31, 2008.

5. Non-instructional Assessment

- a. Forms to be sent to Dr. Jerald Henderson - - CRSU-158, no later than August 29, 2008.

Form 201A
Form 202B

- b. Form 201AC (assessment report) for non-instructional units for fall semester 2008 and spring semester 2008 should be sent to Dr. Jerald Henderson (CRSU-158) no later than June 2, 2009.