

**UIC PROGRAM UPDATE FORM 2005-2006  
ILLINOIS BOARD OF HIGHER EDUCATION ANNUAL REPORT  
ON UNDERREPRESENTED STUDENTS AND STAFF**

(Fill out separate inventories for each Program sponsored by unit).

**NAME OF PROGRAM:** \_\_\_\_\_

**DIRECTOR OF PROGRAM:**

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**PERSON FILLING OUT THIS FORM**

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**PROGRAM FUNDING BUDGETED FOR 2005-2006**

Please include only funds for this program. Where the same funds are used for several programs, make an estimate of the amount used for this program.

**State Funds**            \$ \_\_\_\_\_

**Federal Funds**        \$ \_\_\_\_\_

**Campus Funds**        \$ \_\_\_\_\_

**Unit(s) Supplying Funds:**

\_\_\_\_\_  
\_\_\_\_\_

**Specify:** \_\_\_\_\_

**Other Funds**            \$ \_\_\_\_\_

**Total Funds**            \$ \_\_\_\_\_

**STUDENTS/STAFF SERVED DURING**

*This is one of the most important sections of the IBHE report. It is preferable to provide only 1 count per individual served, but if these numbers are not available, number of contacts may be substituted. Please circle the counting method used in the "Type" column below.*

	Male	Female	Total	Type of Count (Choose one)	
Black	_____	_____	_____	Individual	Contacts
Hispanic	_____	_____	_____	Individual	Contacts
Asian/Pacific Islander	_____	_____	_____	Individual	Contacts
American Indian/Alaskan Native	_____	_____	_____	Individual	Contacts
White	_____	_____	_____	Individual	Contacts
Unknown Race/Ethnic Group	_____	_____	_____	Individual	Contacts
<b>TOTAL</b>	_____	_____	_____	Individual	Contacts

**PROGRAM STAFF FOR 2005-2006**

**Instructions:**

List staff budgeted to the program. Use the back of the form if more room is needed. Only include staff and percent time spent on this program.

FTE is based on a 12-month, 40 hour work week. For part-time or hourly employees, use the formula:

$$\text{Number of months divided by 12} \times \text{Number of weekly hours divided by 40} = \text{FTE}$$

- For example: A 9-month, half-time employee would be:  $9/12 \times 20/40 = .375$  FTE  
 A 9-month, 10 hour/week student would be:  $9/12 \times 10/40 = .1865$  FTE  
 A 12-month, full-time employee would be:  $12/12 \times 40/40 = 1.0$  FTE

**FACULTY, PROFESSIONAL STAFF AND SECRETARIAL STAFF**

<b>Name</b>	<b>Title</b>	<b>FTE (see instructions)</b>
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**UNDERGRADUATE/GRADUATE STUDENT STAFF**

<b>Number of undergraduate employees</b>	<b>_____ Total FTE_____</b>
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<b>Number of graduate employees</b>	<b>_____ Total FTE_____</b>
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<b>Total - All Unit Staff</b>	<b>_____ Total FTE_____</b>
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