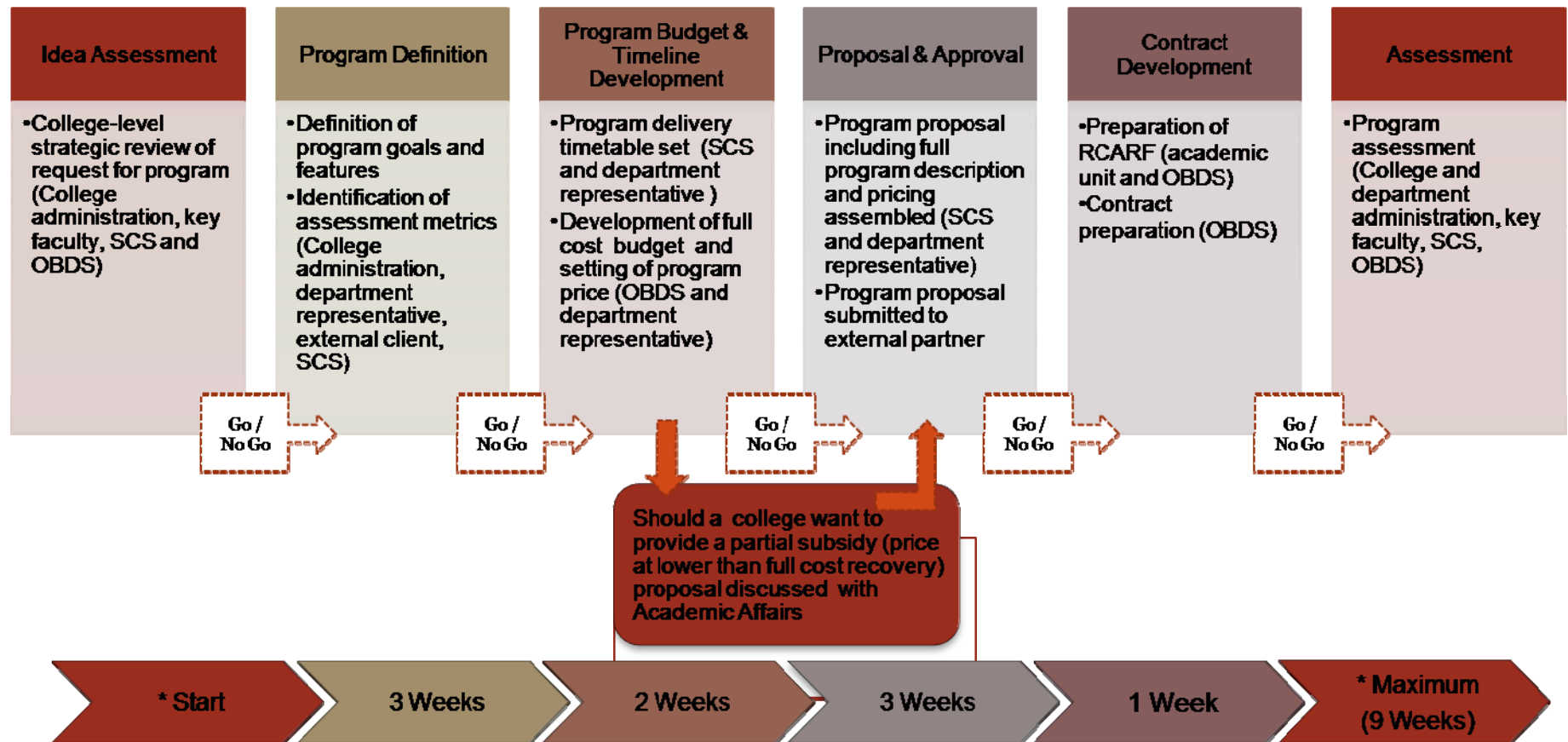


About developing instructional contract programs

Below are three documents designed to help you understand the new process for developing instructional contract programs. Please note that in order to assure successful, well-designed programs and to complete the process within the timeframe projected in the overview below, it is important to include SCS and OBDS in the early-stage discussions with your external partner. To get started, contact Nancy Downs at 312-996-5749.

- **Instructional contract process overview and timeline**—a graphic overview of how the new process works with approximate time requirements for each stage
- **Stages of instructional contract program development**—a guide to the stages in the process with examples of the kinds of questions that will be raised at each stage and a list of key personnel needed to make decisions about the status of the project at each of the various stages
- **Instructional contract budget plan**—a worksheet with examples of the kinds of expenses included in a full cost identification as the foundation for establishing a program price

Instructional Contract Process Overview and Timeline



PARTICIPANTS: DEVELOPMENT STAGES:

Key Faculty
Department Head
Associate Deans for
Academic Affairs and
Administration
Dean
SCS

1. EVALUATING A REQUEST FROM AN EXTERNAL PARTNER

Your notes:

- What is the significance of the relationship with the external partner?
- How does the program relate to your unit's strategic goals?
- Additional benefits gained from offering the program (e.g., financial, faculty research)
- Based on the general parameters known about the program thus far, what resources are required to support this program (e.g., faculty, administrative support, space)? Are these resources available in your unit for the term of the program?

⇒ Proceed

⇒ More study required

■ Do not proceed

External Partner
Key Faculty
Department Head
Associate Deans for
Academic Affairs and
Administration
SCS

2. DEFINING THE PROGRAM

Your notes:

Audience

- Who is the target audience?
- Credential that will be awarded and value of this credential to target audience
- Does this audience have special needs (e.g., scheduling, academic support, resources, aid, other campus services)?
- How will you identify and recruit the participants?
- Program eligibility requirements
- Anticipated size of the cohort
- Potential for future cohorts

Program Content

- Degree/certification objectives
- Curriculum and course sequence
- Date the external partner ideally would like the program to begin
- Number of instructors required; if other than UIC, what qualifications should be considered?

Funding

- Source(s) of funding
- Conditions for use of funds
- Amount available for each student
- Is funding on per capita or per cohort basis?
- Student financial responsibility

⇒ Proceed

⇒ More study required

■ Do not proceed

Key Faculty
Department Head
Associate Deans for
Academic Affairs and
Administration
SCS
OBDS

3. IDENTIFYING RESOURCES REQUIRED TO DELIVER THE PROGRAM (Timeline and Budget)

Your notes:

Program Development/Implementation Timeline

- Lead time for course/program approvals (e.g., new course(s), campus certificate, degree, alternative certification)
- How will students be admitted (campus, SCS/OCE) and what are relevant admission deadlines?
- Timeline for recruiting/selecting participants
- Are instructors and other personnel required for the program available or do they need to be recruited and hired?

Program Budget

- Appropriate rate to reference for budget projections (range tuition, extramural tuition)
- Use the accompanying budget worksheet to identify comprehensive program expenses (e.g., program development, instruction, space, new equipment, student support services, etc.)
- Determine appropriate pricing mechanism (applicable range tuition with guaranteed minimum enrollment or contract price) to generate adequate program revenue

⇒ Proceed

⇒ More study required

■ Do not proceed

4. SUBMITTING A PROGRAM PROPOSAL TO EXTERNAL PARTNER

Program Director
Associate Deans for
Academic Affairs and
Administration
SCS

Include the following items in your proposal:

Your notes:

- start/end dates
- credential(s) awarded upon completion
- schedule of courses listed by semester
- party responsible for recruitment
- program eligibility requirements
- admissions mechanism and deadline
- program price
- minimum/maximum enrollments
- schedule of payments
- significant program features (e.g., job placement)
- how the program will be evaluated
- deadline for accepting proposal

⇒ Proposal accepted by external partner

⇒ Changes requested?

■ Proposal declined

5. PREPARING A WRITTEN AGREEMENT

Program Director
Associate Deans for
Academic Affairs and
Administration
SCS
OBDS

Complete an agreement for revenue generating programs located on the OBFS website at

[www.obfs.uillinois.edu/Forms/RGAover\\$5000.doc](http://www.obfs.uillinois.edu/Forms/RGAover$5000.doc)

Your notes:

Include the following items:

- program requirements and policies (e.g., transferring previous coursework, withdrawing, options for becoming degree-seeking, if applicable, etc.)
- terms for extending agreement, if applicable
- responsibilities of external partner
- responsibilities of UIC department(s), other UIC units
- information required for invoicing

⇒ Agreement signed by external partner

⇒ Changes requested

■ Agreement declined

6. ASSESSING THE PROGRAM

Program Director
Key Faculty
Associate Deans for
Academic Affairs and
Administration
SCS

- How will you determine whether the long and short-term goals of the program have been met?
- How will you assess the program from the student, college, and partner perspectives? Consider the academic, administrative and financial aspects of the program.
- How will the outcomes of these assessments be used to make changes in subsequent semesters/future cohorts?
- What reports are required (e.g., financial, enrollment), the schedule for generating them, and the list of people who should receive them?

Your notes:

Program Budget Plan					
Last updated:					
	FY1	FY2	FY3	FY4	Total
Personnel					
Instructors					\$0
Program Coordinator					
Graduate Assistant					
Program mentors					
Benefits					
Personnel Total	\$0	\$0	\$0	\$0	\$0
Equipment					
Computers / Laptop					\$0
Audio-Visual Equipment					0
Other Equipment					0
Equipment Total	\$0	\$0	\$0	\$0	\$0
Marketing/Advertising/Student Recruitment					
Plan Development					\$0
Design					0
Production					0
Print					0
Direct Email					0
Online					0
Broadcast					0
Display					0
Other					0
Mkt/Adv/Student Recruitment Total	\$0	\$0	\$0	\$0	\$0
Travel					
Mileage					\$0
Parking / Tolls					0
Other Travel					0
Travel Total	\$0	\$0	\$0	\$0	\$0
Facility					
Space Rental					\$0
On-Site Staff					0
Facility Total	\$0	\$0	\$0	\$0	\$0
Other					
Postage					\$0
Educational Supplies					
Printing					
Other Expenses (Specify)					
Other Expenses (Specify)					
Other Expenses (Specify)					
Other Total	\$0	\$0	\$0	\$0	\$0
College Management Costs					
(Specify)					
(Specify)					
(Specify)					
(Specify)					
(Specify)					
College Mgmt Total	\$0	\$0	\$0	\$0	\$0
Campus overhead — 26%					
Total Program Budget	\$0	\$0	\$0	\$0	\$0