

Curriculum Impact Assessment Form

Your School Dean will complete this form to indicate the frequency with which the course will be offered and to assess the financial, facilities, staffing, and equipment impacts from the course.

How to Prepare the Curriculum Impact Assessment Form (excel format)

Tab 1 (Complete this first)

1. Type in the average number of students expected from this area of curriculum in a class.
2. The number of contact hours a week (lecture and laboratory) over 18 weeks for this course.
3. Teaching unit workload for the course
4. This field is fixed as Academic Services revises it annually. Do not change the numbers.
5. This field is fixed as Academic Services revises it annually. Do not change the numbers.
6. This field is fixed as Academic Services revises it annually. Do not change the numbers.

Tab 2 (Completed Form)

List the course title (5 alpha characters max, i.e., HIST) and the catalog number with any suffix, i.e., 204A)

1. Provide an estimate of how frequently the course will be offered.
2. An estimation of four items that will be automatically computed from tab 1 data as follows:
 - a. Weekly Student Contact Hours (WSCH) Multiply the class size maximum by the total contact hours per week. For example, a 3-hour per week lecture class that had a maximum of 30 students enrolled per section would generate a WSCH of 90.
 - b. Full-Time Equivalent Student (FTES) Take the WSCH figure from above and multiply it by 17.5, then divide that product by 525. For example, 90 times 17.5 = 1,575, divided by 525 = 3.000 FTES.
 - c. Full-Time Equivalent Faculty Workload (FTEF) Divide the teaching units for the course by 15. For example, 3 TUs divided by 15 = .2 FTEF.
 - d. Load Factor (WSCH/FTEF) Divide the WSCH figure by the FTEF. Using the example above, divide 90 by .2 to get a load factor of 450.
3. The latest average (median) salary information is on tab 1. However, the salary figure for 2006-07 has been used to illustrate how the financial data on the form are automatically prepared. At the present time the average (median) annual salary and benefits for regular monthly faculty is \$106,275. Salary costs are automatically computed by dividing the average salary by 30 teaching units, then multiplying by the teaching units for the course in question. (i.e., $\$106,275/30 = \$3,543$ per teaching unit in round numbers; $\$3,543 \times 3 \text{ TUs} = \$10,629$ contract salary for a 3 TU/.2 FTEF course). The overload and part-time values are automatically calculated and are provided for your Dean to discuss with you and to share with the Course Evaluation Subcommittee.
4. The estimated contract salary expense calculated in point 3 is automatically divided into the estimated FTES for the course (see point 2b above). For example, $\$10,629$ divided by 3.000 FTES = \$3,543 cost per FTES. The overload and part-time values are automatically calculated and are provided for your Dean to discuss with you and to share with the Course Evaluation Subcommittee.
5. Please indicate if additional personnel would be required to support the class. In most cases the class will be offered with the talents of personnel currently on the payroll and no new staff will be needed.
6. If any additional space is needed or any specialized space is required, please indicate that in this portion of the form. Again, most often the currently available space will be used by managing the scheduled offerings on a rotational basis.
7. If any new equipment is required, please indicate that fact.
8. This point is a catchall to articulate any additional needs related to the course such as specialized library holdings or expensive supplies.