

November 1, 2012

RICHARD HUGHEY  
Vice Provost and Dean of Undergraduate Education

Dear Richard:

Re: Summer Session Budget Adjustment for 2013

Summer Session enrollments increased rapidly in 2009 and 2010, which led to a \$400,000 budget augmentation in 2011. However, enrollments decreased in 2011 and the 2012 budget was reduced by \$175,000. Final enrollment data for 2012 shows another decrease, taking us to levels lower than 2009. The 2012 enrollment decline likely was partially attributable to the elimination of federal Pell Grant funding in the summer, which impacted some students' ability to attend. Several campuses report enrollment declines for 2012 that were not as large as the decline at UCSC.

The following table summarizes the recent enrollment history for instruction provided by Summer Session:

	2008	2009	2010	2011	2012
UC Regular FTE	622	711	851	787	716
Non-UC Regular FTE	50	50	42	36	37
<b>Total FTE</b>	<b>677</b>	<b>761</b>	<b>893</b>	<b>823</b>	<b>753</b>

NOTE: Excludes EAP, independent study and graduate enrollments.

Following the allocation model adopted in 2007, the Summer Session budget was decreased in 2012 from a level of 900 FTE to 830 FTE. For 2013 the budget will be reduced again to reflect a further decline to 760 FTE. This reduction translates into the following budget adjustments:

**Summer Session General Fund Adjustments Effective Summer 2013**

Category	FTE	Dollars
Faculty Instructors	-1.75	-\$110,910
Teaching Assistants	-1.59	-\$56,143
Instructional Support		-\$8,575
<b>Total</b>		<b>-\$175,628</b>

The adjustments are based on the following:

- Instructor FTE changes at a student/instructor FTE ratio of 40:1;
- Teaching assistant FTE changes at a student/TA FTE ratio of 44.1:1; and
- Instructional support calculated at \$4,900 per instructor FTE.

The next table shows the estimated Summer Session budget for 2013 after these enrollment-related adjustments. Other budget actions taken to date are also reflected (e.g. the

collectively bargained teaching assistant range adjustment). There may be additional adjustments prior to the budget being finalized in July.

**Total Summer Session General Fund Budget**

	<b>2012 Est. Budget</b>	<b>Enrollment Adjustment</b>	<b>Other Adjustments</b>	<b>2013 Est. Budget</b>
Faculty Instructors	\$1,313,528	-\$110,910	n/a	\$1,202,618
Teaching Assistants	\$651,511	-\$56,143	\$13,023	\$608,391
Instructional Support	\$101,613	-\$8,575	n/a	\$93,038
<b>Total Instruction</b>	<b>\$2,066,652</b>	<b>-\$175,628</b>	<b>\$13,023</b>	<b>\$1,904,047</b>
Administration	\$154,359	n/a	n/a	\$154,359
Central Benefits (est.)	\$175,000	n/a	\$5,000	\$180,000
Revenue Sharing	TBD	TBD	TBD	TBD
<b>Total</b>	<b>\$2,396,011</b>	<b>-\$175,628</b>	<b>\$18,023</b>	<b>\$2,238,406</b>

You will retain the sizable carry-forward built up in recent years as a reserve to respond flexibly to issues that may arise or if enrollments unexpectedly are higher than budgeted. Funds for divisional revenue sharing (at \$5/unit) will continue to be provided as committed after actual amounts are known.

I encourage you to use a portion of your carry-forward funds to adopt new ways that you are confident will increase enrollments and curricular capacity while meeting the needs of our students and departments.

Summer Session is critically important in enabling our students to make academic progress, while generating significant revenues for the campus. Please consult with the academic deans to identify possible business process changes to ensure courses selected for summer session are courses that help meet student progress to degree, and report back on the result.

Sincerely,



Alison Galloway  
Campus Provost and  
Executive Vice Chancellor

cc: Assistant Vice Provost Bailey  
Vice Chancellor Delaney  
Director Parikh