The objective of this workshop is to walk end-users through completing the survey template. The presentation is a section-by-section discussion of how to complete the form.
The presentation will review the data sources and the data entry, allocation, and summary sections of the survey form.
Before reviewing the first section, it is good to understand the purpose of this exercise. The relative weights generated in the cost study serve to fund different disciplines and levels at different rates. This allocates more funds for more expensive programs.

The relative weights are created by combining the data collected in the survey with data from AFRs and CBM reports. The instruction and operations formula allocates funds using the product of the weights, the institution’s reported SCH, and the funding rate. The weights are calculated by adding the allocated current year cost to the previous two years. The SCH from the current and previous two years are added. Then, the three-year costs are divided by the three-year semester credit hours. Those costs per SCH are divided by the Liberal Arts UGLL cost per SCH to form the relative weights. The relative weight of LA UGLL is always 1.00.

In this survey, data is collected by 20 disciplines and 5 levels of instruction to form a total of 100 relative weights.

Costs are not reported in the AFR broken out in these combinations. The cost study allocates the reported costs using Headcount, SCH, and Faculty Salaries.

A key change from prior years is the discontinuation of the C-2. Ed Buchanan summarize the data provided in the FGD to replace the C-2. Your institution’s Sources and Uses contact will be requested to spread the “Capital Outlay from Current Fund Sources” to the NACUBO categories in the FGD in same manner as the C-2. The Educational & General, Designated, Auxiliary Enterprises, and Restricted Expendable funds from the FGD are summed with the respective “Capital Outlay from Current Fund Sources” to provide the same totals previously yielded by the C-2.
As each institution’s data reports are received, the survey template is pre-populate and distributed back to the school.

The “Sources and Uses Template” is the last report due back on December 1. Institutions should anticipate receiving their Cost Study Templates in December with a return date of early January.

While the same information is being collected on the template, the survey has been reformatted to provide more of an overall picture of the study.

When you receive your template, verify the name and FICE for your institution.
Green areas on the Cost Study Template are pre-populated.
Blue areas require user input.
Non-shaded areas are calculated fields.

The amount column of the Fund Group Detail section of the Cost Study Template is pre-populated.
To complete the section, institutions with “Intercollegiate Athletics” expenses would update the blue box. The positive number entered in this box is deducted from the “Student Services” amount. The “Adjusted Amount” numbers serve as the control totals for the survey form.

Please note the Sources and Uses Point of Contact. Throughout the template contact information for the person at your institution that provided THECB with the data being populated is located at the bottom of the section.
Headcount is pre-populated from the CBM001 report.

The "Darkened" cell "SP" in the example denotes this institution did not report special professional semester credit hours. If the institution had a headcount in the darkened cell, costs would be allocated to special professional.

There are instances where it is valid to have headcount without semester credit hours, however, for our use of the data, this would result in a dropping of cost from the study. This will be more apparent when we review the Institutional Support and Student Services allocation sections.

It is worth validating these situations before submitting the template.

If you decide the pre-populated data in any section of the form should be updated, please note the change in your reply. And please do not hesitate to call if you have any questions about the data.
Semester Credit Hours are pre-populated from the CBM004 report and are used to allocate Institutional Support and Student Services costs by discipline and Departmental Operating Expenses by level of instruction.

SCHs are a key driver in the cost study. The reported costs are divided by SCH for each discipline and level of instruction combination to calculate the relative weights. If costs are allocated to a combination that does not have any semester credit hours reported, the costs are dropped from the study. Throughout the template, cells are conditionally formatted to darken when this table has a zero in the corresponding cell. For example, Master’s Agriculture has no reported semester credit hours. In the following input tables, the corresponding Master’s Agriculture cell will be black filled with white text.

The numbers pre-populated on this table are derived from the CBM004. In some instances, adjustments are made. Only funded semester credit hours are used in the cost study calculation. Also, the level of instruction can be adjusted depending on the student’s classification.
This chart of Enrollment Classification and Course Level indicates how a student’s hours are counted for the cost study. Note that all graduate special professional hours are counted as special professional. There are other instances on the chart where Enrollment Classification overrides Course Level.

The best approach to resolve issues with semester credit hours is to work with our EDC through your institution’s point of contact listed at the bottom of the Semester Credit Hour section.
Faculty Salaries are pre-populated from the CBM008 report. These dollars are combined with Teaching Assistant salaries reported in the next section. The total is used to allocate departmental operating expenses by level of instruction and Academic Support by discipline and level of instruction.

No data entry is required for this section. Validate the data for any significant discrepancies.
There are two main data entry sections: Teaching Assistant Salaries and Departmental Operating Expense. Intercollegiate athletics were collected in the FGD section.
While faculty salaries are collected from CBM008, Teaching Assistants are not reported to the EDC. Teaching Assistant salaries must be entered by discipline and level of instruction to calculate “Total Faculty Salaries”.

Note the “darkened” cells indicate where your institution reported no semester credit hours. If teaching assistant salary dollars are reported in those cells, they will not flow through the model. A careful review should be conducted when you see expenses where SCH is not reported.

Combined with Faculty salaries, these dollars are used to allocate Departmental Operating Expenses by “level of instruction” and Academic Support by “discipline” and “level of instruction”.

<table>
<thead>
<tr>
<th>Discipline</th>
<th>ULC</th>
<th>UGU</th>
<th>HSID</th>
<th>TOT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Liberal Arts</td>
<td>$8,000</td>
<td>$4,000</td>
<td>$2,000</td>
<td>$1,000</td>
</tr>
<tr>
<td>Science</td>
<td>$2,000</td>
<td>$3,000</td>
<td>$3,000</td>
<td>$6,000</td>
</tr>
<tr>
<td>Fine Arts</td>
<td>$1,000</td>
<td>$1,000</td>
<td>$1,000</td>
<td>$2,000</td>
</tr>
<tr>
<td>Teacher Education</td>
<td>$2,000</td>
<td>$4,000</td>
<td>$7,000</td>
<td>$1,000</td>
</tr>
<tr>
<td>Agriculture</td>
<td>$5,000</td>
<td>$5,000</td>
<td>$5,000</td>
<td>$5,000</td>
</tr>
<tr>
<td>Business Administration</td>
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<td>$2,000</td>
<td>$3,000</td>
</tr>
<tr>
<td>Engineering</td>
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<tr>
<td>Home Economics</td>
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<tr>
<td>Law</td>
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<tr>
<td>Social Science</td>
<td>$4,000</td>
<td>$4,000</td>
<td>$4,000</td>
<td>$7,000</td>
</tr>
<tr>
<td>Library Science</td>
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<td>$2,000</td>
<td>$2,000</td>
<td>$4,000</td>
</tr>
<tr>
<td>Veterinary Science</td>
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<td>$2,000</td>
<td>$2,000</td>
<td>$7,000</td>
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<tr>
<td>Vocational Training</td>
<td>$2,000</td>
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<td>$2,000</td>
<td>$4,000</td>
</tr>
<tr>
<td>Physical Training</td>
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<td>$2,000</td>
<td>$4,000</td>
</tr>
<tr>
<td>Health Services</td>
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<td>$4,000</td>
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<tr>
<td>Pharmacy</td>
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<td>$2,000</td>
<td>$4,000</td>
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<tr>
<td>Business Administration</td>
<td>$2,000</td>
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<td>$2,000</td>
<td>$4,000</td>
</tr>
<tr>
<td>Teacher Ed/Practice Teaching</td>
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<td>$2,000</td>
<td>$2,000</td>
<td>$4,000</td>
</tr>
<tr>
<td>Total</td>
<td>$55,000</td>
<td>$56,000</td>
<td>$53,000</td>
<td>$34,000</td>
</tr>
</tbody>
</table>
This table sums the Faculty Salary and Teaching Assistant Salary sections of the model and is used as the basis when faculty salaries are employed for allocation.
The model subtracts Total Faculty Salaries (faculty salaries + teaching assistant salaries) from the Instruction and Research NACUBO categories reported on the Fund Group Detail to arrive at the institution’s Departmental Operating Expense total.

Note, in the example, the amount is $2,702,000 above the DOE table. Because the THECB does not collect DOE elsewhere, this chart must be updated with data from your institution’s departmental budget designations.

All costs must be assigned to a specific discipline, however, costs that cannot be assigned to specific levels of instruction are placed in the all other DOE expenses column.

Users can control the portion of the Other DOE which is allocated by “Faculty Salaries” or SCH by updating the blue cell above the Other DOE column. The complimentary portion will be allocated by semester credit hours.

Note the total allocated cell in the lower right-hand corner of the table. If this cell appears with a red fill, the full amount of the control total did not flow through the allocation. In this case it is good to review the input to ensure where costs were dropped there were valid reasons.
That concludes the data collection sections. The cost study spreads the five NACUBO categories of cost using four allocations: Departmental Operating Expense, Academic Support, Institutional Support, and Student Services.
Faculty Salaries are entered at the lowest level and do not need to be further distributed.

In this section, the model combines the All other DOE expense column into the specific level of instruction. Recall when we reviewed the DOE section the costs were all populated in the All other DOE column. Now the costs have been allocated into levels. 25 percent of the costs were allocated using faculty salaries and 75 percent using semester credit hours.

For example, Health Services Master’s is $16,667. This is the result of $200,000 X .25 X $88,000 / $264,000
Academic Support Operating Expenses are allocated to disciplines and levels of instruction using Total Faculty Salaries.

For example, the total faculty salaries for “liberal arts master’s” of $25,000 is divided by the total “Total Faculty Salary” of $3,298,000 and then multiplied by the Fund Group Detail total Academic Support Operating Expense of $1,000,000. The result is $7,580 to “liberal arts master’s” Academic Support.

This math is continued for each combination.

The total on this table will light up red if the control total is not fully allocated.
Institutional Support Operating Expenses are allocated to levels of instruction using Headcount, then the disciplines are allocated by semester credit hours.

For example, divide the “Master’s” headcount of 200 by the “total” headcount of 1800. Then multiply that by the “liberal arts master’s” semester credit hours of 1,000 divided by the “total master’s” semester credit hours of 29,100. Then multiply that by the institutional support operating expense of $1,000,000. The result is the liberal arts master’s institutional support costs of $3,818.
The final section’s allocation, Student Services Operating Expenses, is identical to the previous. The Student Services control total is allocated to levels of instruction using Headcount, then the disciplines by semester credit hours.

For example, divide the “Master’s” headcount of 200 by the “total” headcount of 1800. Then multiply that by the “liberal arts master’s” semester credit hours of 1,000 divided by the “total master’s” semester credit hours of 29,100. Then multiply that by the Student Services operating expense of $2,000,000. The result is the liberal arts master’s Student Services costs of $7,637.
The survey template presents four cost summaries for the completer to review the data.

- Summaries
  - All Costs
  - Cost per Semester Credit Hour
  - Relative Weight
  - Cost per Full-Time Student Equivalent
The All Cost section sums Total Faculty Salaries, Academic, Institutional, Support Services, and Final Departmental Operating Expenses at each combination of discipline and level of instruction.
The Cost Per SCH section divides the All Costs section by the reported semester credit hours.

This is where if an institution has entered costs or headcount to a discipline and level combination when there is no semesters credit hours the costs fall out of the model as it is not possible to divide by 0.
The relative weight section divides the Cost Per SCH section by the Liberal Arts Lower Level Cost Per SCH.

These are not the published relative weights seen in the General Appropriations Act and are not used in the formula, but the relative weights for your institution. They provide an interesting reference and nothing more.
The Cost Per FTSE section divides the All Cost section by the Full Time Student Equivalent.

The constants for the FTSE are listed on the sheet.
Once all the templates are returned, we sum all institutions “All Costs” sections and SCH sections, add the two previous years and calculate the relative weights identical to the calculation on the template. These weights are presented to the legislature for funding purposes.