

Disclosure of Specific Procedures Regarding CREATE, LAEP's Differential Tuition Program

Proposed 10/9/2020 and available on laep.usu.edu

Purpose.

The purpose for LAEP's differential tuition program, CREATE, is to support students' best educational opportunities and assure students' competitiveness within the marketplace by investing in six strategic areas of need:

Careers: Job placement, internship support, professional preparation.

Recognition: Attaining awareness by peers, decision-makers, stakeholders, community members.

Entrepreneurship: Leadership development and business training.

Access: Connections with leading minds in the profession and influential landscapes across the globe.

Technology: Assuring continual integration of cutting-edge tools and software.

Emerging Innovations: Bringing the latest advances in sustainable design, construction and devices to campus.

Governing Principles.

Differential tuition offsets the need for any new or increased course fees for LAEP courses.

The governing principles include:

1. Spirit of entrepreneurship and competitiveness focused on employability,
2. Rapid response to emerging trends in the profession, and
3. Decision-making authority for the fund's use residing collectively with students and faculty.

Utilization of the CREATE fund will follow a set of guidelines established through input from students, faculty and alumni. They include:

- Only matriculated and graduate LAEP students will pay differential tuition,
- Proposals, submitted twice annually by students and faculty, will put forward requests and ideas for investment of the fund's revenue,
- A Steering Committee, consisting of faculty, students, and alumni, will coordinate the call for, organization of, and voting on funding proposals,
- Annual voting on funding proposals will be based on their ability to advance student and program competitiveness,
- Matriculated and graduate LAEP students, along with program faculty, are eligible to vote on funding proposals,
- A discretionary pool will be set aside to fund proposals submitted later in the year, and
- An on-going pool for long-term investments may be created to fund multi-year needs.

A Steering Committee will oversee operation of the fund. The Committee will consist of (1) student representatives each from the Junior and Senior undergraduate classes, (1) student representatives each from the 3 years of the graduate program, (2) LAEP faculty members, and (1) member of the LAEP Advancement Board, and will be chaired by the department head. The Committee will establish specific procedures and a calendar of events.

Operation of the Committee and utilization of the fund will be transparent and will be communicated to the student body. Biannual reports, including a list of proposals funded and unfunded, and

accomplishments, will be provided to the student body, the faculty, the Advancement Board, and the dean of the College of Agriculture and Applied Sciences.

Specific Operating Procedures.

CREATE funds are raised annually through differential tuition and allocated annually the same year through two interrelated programs; an On-Going Investment Pool and a Discretionary Investment program. Each year, two-thirds of the annual incoming CREATE funds are initially allocated through the On-Going Investment program with the remaining one-third initially allocated through the Discretionary Investment program, although there is flexibility in the specific distribution between these two programs to meet the funding needs of the programs.

The CREATE Steering Committee holds decision authority to oversee both programs and commit to the expenditure of CREATE funds according to the Purpose, Governing Principles, and Specific Operating Procedures of CREATE. The CREATE Steering Committee is likewise responsible for maintaining the transparency of the CREATE program and communicating with the student body in a timely manner.

CREATE On-Going Investment Pool

To support long-term investment in LAEP's student-focused strategic vision, mission, and objectives according to the CREATE strategic areas as described in the Purpose. The On-Going Investment Pool is managed by the CREATE Steering Committee by majority vote, with an annual report of initiatives and expenditures each Spring semester to the LAEP student body. Proposals are put forward by the Steering Committee, comprised of faculty, students, and alumni representatives, to respond to long-term strategic needs. Funding commitments obligating future funds may be made to provide stability to support longer-term initiatives. Limited carryover of funds from one funding cycle to the next may also be allowed to support larger funding commitments. All ongoing funding commitments must be evaluated and reapproved by the Steering Committee three years from the date of original commitment. Unallocated or unspent initially distributed Discretionary Investment funds may be allocated through the On-Going Investment Pool as needed to ensure CREATE funds benefit the contributing student body to the extent feasible.

CREATE Discretionary Investment

To support rapid response to entrepreneurship and emerging trends focused on employability in the profession according to the CREATE strategic areas as described in the Purpose. The CREATE Steering Committee provides oversight for the Discretionary Investment program to insure its fidelity to the CREATE strategic areas. Once each Fall and Spring semester, proposals are put forward by the LAEP student body and faculty and are ranked by majority vote of the LAEP student body for funding allocation. Funding is to be allocated and expended within the current funding cycle. Allocated funding not expended during the current funding cycle will be reviewed by the CREATE Steering Committee to assess whether to authorize a one-time carryforward of one year or to reallocate the funding for expenditure during the current or the subsequent funding cycle. Highly ranked proposals put forward through the Discretionary Investment program in excess of the initially distributed funding availability for the funding cycle may be allocated to the extent feasible through available On-Going Investment Pool funding after consideration and approval by the CREATE Steering Committee. Biannual, Fall and Spring semester, reporting of funded proposals and expenditures are made to the LAEP student body.

As of October 2020, the minimum funding amount for consideration through the Discretionary Investment program is \$3,500.