

# ACADEMIC FORECASTING TOOL OVERVIEW (PROJECTING AY2016-17)

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# OVERVIEW OBJECTIVES

- **General Overview and purpose of the Tool**
- **Understanding how to use the Tool**
- **Accessing the Tool**
- **Academic Forecasting Tool Reports**
- **Accessing the Academic Forecasting Reports**
- **Review important dates and timeline**

## GENERAL OVERVIEW

- **The tool is designed to help units within Academic Affairs look at faculty, student and financial data collectively to develop strategic forecasts for their academic unit.**
- **Scope:**
  - I&G funding, excluding class fees (P10K), curriculum fees (P10L), and I&G Self-Supporting units (program codes ending in 2)
  - Only Main Campus Academic Units (all units within the School/College)

# WHERE DOES THE DATA COME FROM?

- **Faculty Setup Page:** Existing data in the tool is from the most recent month end faculty data (December).
- **Faculty Summary Page:** On this page you will enter non-continuing faculty information. Data entered in on this page will be used in the Instructional Planning page and the Departmental Summary page
- **Instructional Planning Pages:** Existing data is from the frozen HED files from previous year (i.e. if projecting for Fall 2016, Fall 2014 data will populate).
- **Departmental Summary Page:** Existing data is from the previous year's fiscal year end actuals (i.e. if projecting for 2016-2017, the data displayed is FY15 actuals)

# FACULTY SETUP AND SUMMARY PAGES

- **Focus:**
  - Faculty salary information (continuing faculty)
  - Percentage of time faculty spend working in these summarized categories: instruction, research, service, administration and other
  - Account for pooled faculty positions (non-continuing faculty)
- **Purpose:**
  - To project average cost for instruction
  - Overall annual faculty expense
- **Faculty Information:**
  - Rank titles have been consolidated into 14 different categories
  - Will have to project the base salary and additional compensation separately
  - Research faculty are not included in the initial data pulled in
  - Leaves/Retirements/Resignations will need to be accounted for differently
  - Will have the ability to add and delete faculty as needed

# INSTRUCTIONAL PLANNING PAGES

- **Focus:**
  - Planning for courses/sections
  - Planning enrollments for courses/sections
  - Planning for the instructor teaching the courses/sections
- **Purpose:**
  - Account for the instructional cost associated with the course/section (Average Class Cost)
  - Account for the tuition generation associated with the course/section
- **Instructional Planning Information:**
  - Planning will be by semester
  - Data displayed will be based on previous academic year's information (i.e. if projecting for Fall 2016, Fall 2014 data will populate)
  - Average instructional cost from the Faculty Setup and Summary Pages will be used to determine the cost per course/section
  - Tuition rates are estimated rates based on actual tuition collected
  - There will be a separate Instructional Planning page for dissertation and independent study courses/sections

# DEPARTMENTAL SUMMARY PAGE

- **Focus:**
  - Summarize total projected tuition
  - Summarize total annual departmental expenditures
- **Purpose:**
  - Project tuition
  - Project annual departmental expenditures
  - Show percentage change from previous year expenses to projected expenses
  - Project gross contribution (tuition less expenses)
- **Departmental Information:**
  - Faculty expense will be populated from the Faculty Setup Page
  - Previous Fiscal Year Actuals will be the previous fiscal year's actual expenses (i.e. if projecting for 2016-2017, the data displayed is FY15 actuals)

# ACCESSING THE ACADEMIC FORECASTING TOOL

- **Request a Banner Authorization Request (BAR) role: ROM Forecasting Tool**
- **Login to: <https://fpa-prod.unm.edu/index.php>**
- **You will be asked to enter your user name and password, which is your UNM net ID and password**
- **You will be logged directly into the Academic Forecasting Tool**
  - Once you access the tool you can begin your forecast by selecting your college/school and department
  - There is a “Help” tab, which includes guidelines and other training documents



# DEMO OF THE ACADEMIC FORECASTING TOOL

# FORECASTING TARGETS

- **Total expense for your unit should be the same FY16 Revised I&G budget (excluding Course Fees (P10K and P10L), and self supporting I&G (P102) funding)**
- **Units with differential tuition adjust forecast as needed**
  - If enrollments are trending down, expenses paid by differentials should be decreased
  - If enrollments are trending up, forecast should reflect the expenses associated with an increase in enrollment (if any)
- **Be realistic when projecting enrollments and expenditures**
- **Do not include any compensation increases (unless there was faculty or staff adjustments already pre-approved or in place this year)**

# ACADEMIC REPORTS

- **Purpose:**
  - Help units validate information entered into the tool
    - Show information entered in the tool summarized by department and/or school/college
    - Show detailed information entered into the tool for the department
    - Export report into excel to use as working documents and/or analysis
  - Monitor forecasts with actual data in real time
- **Reports:**
  - Faculty Summary
  - Instructional Planning
  - Gross Contribution

*\*Modifications to current reports are in process, by Summer 2016 Faculty Summary and Instructional Planning reports will display historical data, forecasted data, and actual real time data as selected by the end user.*

# ACCESSING THE ROM REPORTS

- **Request a Banner Authorization Request (BAR) role: ROM Reports**
  - For department administrators please select ROM Reports Department role
  - For school/college administrators please select ROM Reports College role
  - **Only select one role**, if multiple roles are selected your BAR will be denied
- **Login to MyReports:** [https://myreports.unm.edu/ibi\\_apps/signin](https://myreports.unm.edu/ibi_apps/signin)
- **Depending on the access you have, you will see tabs with many reports in addition to the Academic Affairs Forecasting Tool reports**
  - You will also have access to these reports to use for analytical purposes

# ACADEMIC FORECASTING TOOL CALENDAR

UNM MAIN CAMPUS SCHEDULE:		
Item:	Dates:	Comments:
<b>January</b>		
<b>Academic Forecasting Tool Overview Session</b>	<b>1/28/2016</b>	1:30-3:00pm Robert's Room Scholes Hall
<b>February</b>		
<b>Academic Forecasting Tool OPENS</b>	<b>2/1/2016</b>	
<b>Academic Forecasting Tool reports available to access</b>	<b>2/1/2016</b>	
Academic Forecasting Tool Working Sessions	2/9/2016	10am-12pm TEC 260
Academic Forecasting Tool Working Sessions	2/17/2016	1pm-3pm TEC 260
Academic Forecasting Tool Working Sessions	2/23/2016	10am-12pm TEC 260
<b>March</b>		
Academic Forecasting Tool Working Sessions	3/1/2016	10am-12pm TEC 260
<b>Academic Forecasting CLOSSES for schools/colleges</b>	<b>3/11/2016</b>	5pm

## ROM TEAM/CONTACTS

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**Additional information can be found at the Academic Affairs webpage:**

<http://www.unm.edu/~acadaffr/budget-planning/result-oriented-management-.html>