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November 22, 2006

Introduction

In 2000, The Archer Center was established by The University of Texas System in conjunction with Former U.S. Representative Bill Archer as a way to bring highly motivated and accomplished students to Washington, D.C. to participate in varied internships and take part in classes focusing on policy, economics, and persuasion. Archer Fellows intern with organizations such as the United Nations Information Centre, the U.S. Department of State, many offices within the White House and on Capitol Hill, with federal agencies, and with non-profit organizations. Our selection process is rigorous, and we are afforded the opportunity to bring only the best representatives from throughout Texas.

The Archer Center is a self-supporting program based within the Office of Federal Relations for The University of Texas System. We are unique among academic and student opportunities because we strive to support and enable students from all campuses within the UT System to take advantage of opportunities in Washington, D.C. We are funded by an endowment that is managed by The University of Texas Foundation that generates about \$140,000 annually. For the last two years, our endowment revenue has been supplemented by federal grants that essentially doubled our funds. These grants terminate in the coming months leaving a shortfall of \$138,000 going forward from our 2006-2007 academic year budget of \$278,000.

To remedy this situation, we have restructured our budget for the coming academic year to reduce overall costs by \$21,000 to \$257,000 (See Attachment 1). In addition, we propose that the UT System allow The Archer Center access to the local tuition and fees paid by the students who participate in the internship experience. As with virtually all other academic programs within the system, The Archer Center could then use these monies in support of the students it serves. Presently, tuition and fees paid by Archer Fellows remain with the local campus. For 2005-2006, the 45 participating students paid just over \$144,000 in tuition and fees to their home campuses for the semester credit hours they received through the Archer Program. Access to these funds via the Regents' "Visiting U. T. System Students Program," (Regents Rules, Series 50701) would allow for the maintenance of the Archer Center and its support services and potentially the opportunity to provide some financial support to students with limited means. In an initial review of the legality of applying the Visiting U. T. System Students Program to the Archer Center, the UT System Office of General Counsel found that the program does apply to courses offered at the Archer Center.

The Archer Program courses are University of Texas at Dallas approved courses and The Office of Undergraduate Education at The University of Texas at Dallas coordinates faculty hiring and manages course evaluations for the Archer Fellowship. Thus, we propose that U.T. Dallas be designated as the "host institution" under the Visiting U. T. System Students Program. Students accepted into the Archer Program from any UT System institution would register for Archer

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Fellowship courses at their home institution and the home institution would forward tuition and fees collected from participating students to the UT Dallas campus where they would be allocated to the Archer Program. The details of the program are included in the following section.

Visiting U. T. System Students Program

The Visiting U. T. System Students Program is designed to allow upper-level and graduate or professional students enrolled in an institution of the UT System to take courses or engage in research at another institution within the UT System during a regular semester or summer session (See Attachment 2). Each campus must appoint an individual designated to coordinate the visiting student program at both the home and host institution. Every campus has the responsibility to determine the academic qualifications necessary for their students to participate in the visiting program, but the Archer Center has set the following minimum requirements: upper-division status, minimum 3.0 GPA, previous work or internship experience, completion of government course requirements, and 24 semester credit hours in residence. In addition, the local Archer Coordinator works closely with the Archer Center staff in selecting those students chosen for the internship experience.

The Archer Curriculum

For continuity of financial aid, visiting students are enrolled at their home institutions, with grades for any course taken at the cooperating host institution reported to the home institution. At the time the student registers, the home institution identifies the course title/number under which the visitation credit is to be recorded. Attachment 3 includes the specific courses completed through the Archer Program that should be listed in the home institution's course inventory. The courses will likely be given a Government prefix at some home institutions while others may choose a Political Science prefix. Each course should be offered with a home institution Professor of Record during each long semester and enrollment limited to those students who are selected to participate in the Archer Program. At the recommendation of the UT System, these courses should not be submitted for formula funding. After each semester, UT Dallas will forward the students' grades to the coordinator at the home institution (per Regents Rule 50701). These grades are then posted to the students' academic records on the Archer courses listed in the home institution's course inventory. This provides greater consistency and understanding across the UT System institutions and replaces a system wherein the specific courses used to award class credit varied from campus to campus.

Payment of Tuition and Fees

To maintain consistency and to assure the integrity of student financial aid requirements, charges for tuition and required fees (including course-specific fees and other required fees associated with enrollment at the host institution) are to be paid to the home institution. The host institution must provide the home institution with the list of fees to be charged and the home institution will transfer the amounts collected to the host institution (per Regents Rule 50701). UT Dallas proposes to set the fee for the 12 semester credit hours taken at the Archer Center at \$3,000. The home institution then forwards this amount to UT Dallas. Using the 45 students who are Archer Fellows for 2005-2006 as an example, these charges would yield revenue in the amount of \$135,000.

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While each home institution reserves the right to collect additional mandatory fees from students participating in the Archer Program, both The University of Texas at Arlington and UT Dallas have chosen to waive any additional fees for Archer students during their semester in Washington as Archer Fellows, per Regents Rule 40401. It is our hope that other UT System institutions will follow suit.

The fees collected by UT Dallas would first be used to pay the salaries of those teaching the courses at The Archer Center. The remaining funds would be transferred to the Archer Center where it could be used for program support.

Financial Aid

For those students currently receiving financial aid, it is imperative that they still be fully eligible for that aid, particularly for those campuses where tuition is lower than the standard rate proposed. As UT Dallas is the administrative hub of the Archer Center, UT Dallas proposes to sign consortium agreements with each UT System institution, thereby allowing a student to apply for financial aid at their home institution which would acknowledge the cost of the Archer Program through UT Dallas and adjust the financial aid it awards accordingly.

According to the Department of Education's Federal Student Aid program, "A consortium agreement can apply to all FSA programs. Under a consortium agreement, students may take courses at a school other than the *home* institution and have those courses count toward the degree or certificate at the home school. A student can only receive FSA assistance for courses that are applicable to the student's certificate or degree program." (See Attachment 4 for a sample consortium agreement.) The Archer Center proposes issuing a blanket agreement between UT Dallas and all UT System campuses, thereby standardizing the financial aid.

Cost Equalization

At a standard rate of \$3,000, Arlington, Austin, and Dallas students would pay comparable or less in tuition and fees than they currently pay for the Archer Program at their home institution (See Attachment 5, Column 4). Students at the other campuses would be paying more, the actual amount depending on whether these campuses decide to retain their mandatory fees (Column 6) or waive these fees (Column 7). Our concern is that these increased costs, paired with the other expenses a student incurs in living in Washington for a semester (approximately \$6,000 for room and board, transportation, and sundry others costs) will reduce the likelihood that students from some campuses take part in the program.

As a partial remedy we propose an equalization strategy to ensure that students pay no more for the 12 semester credit hours at the Archer Center than they pay for a comparable course load on their home campus. Those students whose home campus tuition and fees for 12 semester credit hours are less than the \$3,000 charged for Archer Program participation would be eligible for a subsidy from the program. This subsidy would equal the difference between the Archer Program cost and the cost for a comparable number of hours at the home institution.

The cost of the equalization program must be estimated, as it depends on several variables. For 2005-2006 the cost would have been \$24,444 (See Attachment 5, Column 10). Had every UT System institution waived the payment of mandatory fees to the local campus, the cost would

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have declined to \$11,226 (Column 11). Costs will vary on an annual basis depending on the number of students attending from each campus.

This strategy reduces the net revenue to the Archer Program from \$135,000 to about \$110,500, and the staff will have to make budgeting decisions in order to live within this revenue stream paired with the return from the endowment. However, the program staff feels that this concession is merited if it increases the likelihood that students from all UT academic institutions participate in the Washington semester.

Estimated Financial Impact to Institutions and Students

The implementation of this proposal will have a financial impact to the institutions and students due to the change in tuition. This impact will vary depending upon the number of students participating from each campus, the amount of tuition the students currently pay for a 12 semester credit hour course load, and whether the institution plans to waive its mandatory fees. Attachment 5, Columns 12 and 13, lists the estimated revenue loss for each campus. For the six institutions that send three or less participants per year, the estimated losses range from \$1,296 to \$5,121 per year if the fees are not waived and \$1,819 to \$7,895 per year if the fees are waived. UT Arlington and UT Dallas have already agreed to waive their mandatory fees, so the impact to these institutions is estimated at \$11,574 and \$35,003 per year, respectively. UT Austin works under a flat-rate tuition schedule and is not expected to waive its fees for participants. Estimated financial impact to UT Austin is \$57,000 per year. The large financial impact to UT Arlington, UT Dallas, and UT Austin is attributed to the higher tuition cost charged to its students. These institutions also supply almost 75 percent of the program's 45 participants.

The cost to participate in the Archer Program will be felt by some students enrolled in institutions that charge less than the proposed Archer Program tuition. Many of the students in the program receive financial aid in the form of scholarships and grants, of which many cover the cost of tuition and fees. Attachment 5, Column 14, shows the average amount of the total cost covered by financial aid for those students participating in the Archer Center program in Fall 2006. Of the 23 participants in Fall 2006, 12 had over 70 percent of their total costs (tuition, fees, housing, transportation, meals, and entertainment) covered by scholarships and grants. Over half of the participants received enough aid to cover 100 percent of their fixed costs (tuition, fees, and housing). Unfortunately, it is unknown how many of these students received financial assistance directly from the institution, but the Archer Center is prepared to provide tuition equalization, as discussed earlier.

Evaluation

UT Dallas currently provides course evaluation for Archer Center classes. Each semester students complete the course evaluation forms used by all students to rate their satisfaction with classes and instructors. In addition, the Director of the Collegium V Honors Program travels to Washington each semester to speak directly with students and faculty about course content and instruction as well as students overall satisfaction with the program. An annual report is submitted to the Archer Board.

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Archer Program Participation Agreement

As there are a number of substantive changes put forth in this proposal it is our recommendation that an agreement between the Archer Center/UT Dallas and the remaining campuses that addresses the issue of standard tuition, grade reporting and fees would be in order. By entering into an agreement that addresses each of these issues simultaneously, the Archer Center can move forward with consistent administration of the program across each campus, thereby reducing the administrative burden and further ensuring equity for all students involved. We have included a template for such an agreement as Attachment 6.

Summary

It seems a simple premise, that tuition and fees generated from students for an academic program actually be designated to the program that serves them. Allowing the Archer Center control over the roughly \$130,000-\$150,000 students pay annually for the internship experience would almost double the Center's available funds and replace the revenue lost due to the termination of federal grant dollars. This much needed boost in revenue would allow the program to maintain the current level of programming while actively seeking additional endowment support to improve, expand, and better support the students it serves. This seems to be the goal of every academic program in the UT System, and the Archer Fellowship is no exception. The Visiting U. T. System Students Program and the cooperation of UT Dallas provide a straightforward and equitable approach to bolstering the prospects of a program important to the future of many young Texans and the enhanced presence of the UT System in our nation's capital.

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Attachment 1

The Archer Center Proposed Budget for Academic Year 2007-2008

Line Item	Expense
Salaries	
Director	\$ 50,000
Assistant Director	\$ 46,000
Fringe Benefits (25%)	\$ 24,000
Total Salaries	\$120,000
Travel	\$ 25,000
Faculty Salaries	\$ 57,000
Rent	\$ 15,000
Supplies	\$ 5,000
OTIS	\$ 10,000
Archer Orientation	\$ 15,000
Beltway Seminar	\$ 5,000
Alumni Activities	\$ 5,000
Total	\$257,000

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Attachment 2

The University of Texas System Rules and Regulations of the Board of Regents. Series: 50701

1. Title

Visiting U. T. System Students Program

2. Rule and Regulation

- Sec. 1 Purpose. The visiting students program is designed to allow upper-level and graduate or professional students enrolled in an institution of The University of Texas System to take courses or engage in research at another institution within the System during a regular semester or summer session.
- Sec. 2 Qualifying Students. The U. T. System visiting students program is limited to upper-level students (students with more than 60 semester credit hours of degree-related college level work) and graduate or professional students.
- Sec. 3 Establishment of Requirements. Each U. T. System institution with degree programs will establish requirements for eligibility for participation such as a minimum grade point average and completion of a minimum number of semester credit hours at the home institution. The requirements may vary among programs at an institution.
- Sec. 4 Designation of Coordinators. Each institution will designate individuals to coordinate visiting student programs at home and host institutions. Coordinators will facilitate communication between the student and appropriate major advisors at both institutions. The advisor at the home institution will have final authority on courses, which may receive credit under the visitation program.
- Sec. 5 Coordinator Approval. A student's proposed visitation should clearly relate to the student's program and academic interest and be approved by the designated program coordinator (undergraduate or graduate/professional) at both the home institution and the proposed host institution.
- Sec. 6 Course Availability. Approval for a student's proposed visitation will be contingent on space and desired courses being readily available in the proposed visitation program and, for participation in a research laboratory, on approval of the director of the laboratory.

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- Sec. 7 Home Institution. For continuity of financial aid, the visiting student should be registered at the home institution, with grades for any course taken at the cooperating host institution reported to the home institution.
- 7.1 Identification of Courses. The home institution will identify at the time of registration the course title/number under which the visitation course credit would be recorded.
- 7.2 Reporting of Grades. The designated visitation program coordinator at the host institution will report the student's grade(s) to the coordinator at the home institution at the end of each semester or summer session.
- 7.3 How Grade will be Used. The home institution will determine whether the grade earned at a host institution is to be treated as regular course credit for determining academic standing and grade point averages or as transfer credit.
- Sec. 8 Compliance with Rules. The visiting student will be subject to the rules and regulations of the host institution as well as the home institution.
- Sec. 9 Payment of Tuition and Fees. To maintain consistency and to assure the integrity of student financial aid requirements, charges for tuition and required fees (including course-specific fees and other required fees associated with enrollment at the host institution) are to be paid to the home institution. The host institution must provide the home institution with the list of fees to be charged and the home institution will transfer the amounts collected to the host institution.
- Sec. 10 Financial Assistance. A student awarded a fellowship, stipend, or other financial assistance by the home institution will be eligible to receive such assistance while visiting the host institution.
- 10.1 Approval of Financial Support. Acceptance of financial support from the visited institution will necessitate prior approval by the home institution.
- 10.2 Eligibility for Financial Aid. The usual eligibility requirements for financial aid at the home institution will apply to a visiting student.
- Sec. 11 Regular Admission. The host institution for the period of the visitation will not regularly admit a visiting student and a student should not assume that he or she would be eligible for transfer to that institution.

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11.1 Transfers. If a visiting student desires to transfer to the cooperating institution, the student must comply with the regular transfer admission requirements and procedures.

11.2 Length of Visitation. Normally, a visitation may last no longer than one long session semester or a long session semester and a summer session; otherwise, the student should apply for and be admitted to the cooperating institution.

Sec. 12 Notification of Program. Each institution shall include in the appropriate catalog(s) information, which describes the U. T. System visiting students program, specifies eligibility requirements, and identifies the designated visiting students program coordinator(s) at that institution.

3. Definitions

None

4. Relevant Federal and State Statutes

None

5. Relevant System Policies, Procedures, and Forms

Regents' *Rules and Regulations* [Series 40902](#) – Guidelines for Cooperative Use of Courses and Facilities with Texas A&M University

6. Who Should Know

Administrators
Students

7. System Administration Office(s) Responsible for Rule

Office of Academic Affairs
Office of Health Affairs

8. Dates Approved or Amended

December 10, 2004

9. Contact Information

Questions or comments regarding this rule should be directed to:

- bor@utsystem.edu

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Attachment 3

UTD Course Catalog Descriptions

Govt 4370. Policy Making Process. A multidisciplinary exploration of the history, ideas, and institutions that set the stage for politics. This course is part of the Archer Program and is restricted to Archer Fellows. Prerequisite: Consent of Director of Archer Program required. (3-0) R

Govt 4372. Advocacy in Applied Settings. This is a course on communication and advocacy. Students examine how people make cases for their needs in organizations, especially governmental and political ones. This course is part of the Archer Program and is restricted to Archer Fellows. Prerequisite: Consent of Director of Archer Program required. (3-0) R .

Govt 4396. Beyond Congress and the White House. This course explores the sources and use of power in Washington. It focuses attention upon such issues as the constitutional and technological limits to power, power and the media, and the struggle for control over national memory and language. This course is part of the Archer Program and is restricted to Archer Fellows. Prerequisite: Consent of Director of Archer Program required. (3-0) R

Govt 4v96. Archer Center Washington Internship. This course is part of the Archer Program and is restricted to Archer Fellows. Prerequisite: Consent of Director of Archer Program required. (3-0) R

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**Attachment 4
Financial Aid Consortium Template**

The University of Texas Dallas

**Financial Aid Office
Post Office Box 830688 MC-12
Richardson, Texas 75083-0688
(972) 883-2941**

Consortium Agreement

This Consortium Agreement is being drawn between the Office of Financial Aid at the University of Texas Dallas, located in Richardson, Texas and the Office of Financial Aid at _____. Henceforth, the University of Texas Dallas will be referred to as the “Host” Institution. Henceforth, _____ will be referred to as the “Home” Institution.

The Host Institution is requesting the Home Institution enter into this consortium agreement for:

Student:

Social Security Number:

Term:

Course(s) Through Host Institution:

The Home Institution agrees. . .

- to provide payment to the student under the Stafford Loan program as is appropriate for the term specified in this agreement.
- The student is enrolled in a Bachelors program and is maintaining satisfactory academic progress.
- The credits to be earned at the Host Institution are transferable to the Home Institution.

Name, Title, of Home Institution Representative

Date

The Host Institution agrees...

- not to provide payment to the student from any and all federal, state, institutional and/or private programs for the term specified in this agreement.
- to provide enrollment verification for the student during the term specified in this agreement.
- that the following costs are associated with the courses specified in this agreement.

Tuition and Fees	\$ _____
Room and Board	\$ _____
Books	\$ _____
Personal Expenses	\$ _____
Transportation	\$ _____
Misc. Expenses	\$ _____
Total Costs	\$ _____

Term
Itemize Misc. Expenses

_____	\$ _____
_____	\$ _____

This is to certify that the student specified in this agreement is enrolled in. . .

Course Names and Numbers

Credit Hours

Beginning Date of Term

Ending Date of

Name and Title of Representative: Host Institution

Signature

Date

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Attachment 5

Financial Analysis

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8	Column 9	Column 10	Column 11	Column 12	Column 13	Column 14
UT System Institution	Home Tuition for 12 Semester Credit Hours	Home Mandatory Fees for 12 Semester Credit Hours	Total Home Cost for 12 Semester Credit Hours	Proposed Archer Costs for 12 Semester Credit Hours	Cost Differential for Students if Mandatory Fees Remain with Home Campus*	Cost Differential for Students if Mandatory Fees Waived By Home Campus	Number of Archer Fellows by Campus 2005-2006	Archer Revenue	Equalization Costs if Mandatory Fees Remain with Home Campus (Note)	Equalization Costs if Mandatory Fees Waived by Home Campus**	Estimated Revenue Loss to the Home Institution (without Mandatory Fee Waiver)	Estimated Revenue Loss to the Home Institution (with Mandatory Fee Waiver)	Average Percentage of Total Student Cost Covered by Financial Aid and Scholarships (Fall 2006)***
Arlington:	\$2,001	\$892	\$2,893	\$3,000	N/A	\$107	4	\$12,000	\$0	\$0	N/A	\$11,574	13%
Austin:	\$3,071	\$744	\$3,815	\$3,000	\$815	N/A	19	\$57,000	\$0	\$0	\$57,000	N/A	60%
Brownsville:	\$1,296	\$545	\$1,841	\$3,000	\$2,249	\$1,159	1	\$3,000	\$2,249	\$1,159	\$1,296	\$1,841	65%
Dallas:	\$2,132	\$1,368	\$3,500	\$3,000	N/A	N/A	10	\$30,000	\$0	\$0	N/A	\$35,003	70%
El Paso:	\$1,656	\$494	\$2,150	\$3,000	\$1,838	\$850	1	\$3,000	\$1,838	\$850	\$1,656	\$2,150	80%
Pan American:	\$1,392	\$340	\$1,732	\$3,000	\$1,948	\$1,268	3	\$9,000	\$5,844	\$3,804	\$4,176	\$5,196	79%
Permian Basin:	\$1,416	\$403	\$1,819	\$3,000	\$1,987	\$1,181	1	\$3,000	\$1,987	\$1,181	\$1,416	\$1,819	79%
San Antonio:	\$1,707	\$925	\$2,632	\$3,000	\$2,218	\$368	3	\$9,000	\$6,653	\$1,105	\$5,121	\$7,895	56%
Tyler:	\$1,500	\$458	\$1,958	\$3,000	\$1,958	\$1,042	3	\$9,000	\$5,874	\$3,126	\$4,500	\$5,874	20%
Total							45	\$135,000	\$24,444	\$11,226			

Note: UT Dallas and UT Arlington have already agreed to waive mandatory fees.

* UT Austin offers flat-rate tuition, so the institution would forward \$3,000 from the total charged for 12 SCH to the Archer Center.

** UT Arlington, UT Austin, and UT Dallas students would not benefit from the equalization program because the proposed \$3,000 tuition is less than or equal to the institution's regular tuition.

*** Total cost includes estimated tuition, fees, housing, transportation, meals, and entertainment/miscellaneous expenses.

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Attachment 6

Proposed Agreement Between the Archer Center, The University of Texas at Dallas and The University of Texas System [Academic Institution]

The agreement is between the Archer Center (Archer Center), The University of Texas at Dallas (UTD) and The University of Texas System [academic institution] (UT[])

WHEREAS these institutions desire to cooperate to offer students at all University of Texas System institutions the opportunity to intern and study in Washington D.C.;

NOW, THEREFORE, in consideration of the mutual promises herein, the parties agree as follows:

DEFINITIONS:

1. Home Institution: The University of Texas institution at which a student has been admitted and enrolled.
2. Host Institution: The University of Texas at Dallas
3. Archer Center: The Center within The University of Texas System Office of Federal Relations which programs include the Archer Fellowship.

Home institution responsibilities:

1. Participate in the Visiting U. T. System Students Program
2. Appoint an individual to coordinate the Archer Fellow Program pursuant to the Visiting U.T. system Students Program
3. Post the following courses to their course inventory:
 - a. *Policy Making Process*
 - b. *Advocacy in Applied Settings*
 - c. *Beyond Congress and the White House*
 - d. *Archer Center Washington Internship*
4. Appoint a Professor of Record for each class
5. Offer these classes each long semester and restrict enrollment to Archer Center Program participants
6. Sign a financial aid consortium agreement with The University of Texas at Dallas
7. Collect from the Student and forward Archer Center Fellow Program charges to The University of Texas at Dallas
8. Specify what additional fees would be charged to participating students beyond the specific Archer Center Program charges
9. Post student grades to the respective classes

Host institution responsibilities:

1. Provide the for-credit courses on UT Dallas approved course inventory and hire the faculty to teach such academic courses in the Archer Fellow Program
2. Collect the fee from the home institution and provide the fee to the Archer Center
3. Provide student grades to the Archer Coordinator before the home institutions' reporting deadlines
4. Provide course titles and descriptions to each home institution for inclusion in the course catalog
5. Appoint an individual to coordinate the Archer Fellow Program pursuant to the Visiting U.T. System Students Program

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The Archer Center agrees to:

1. Arrange internships for Archer Fellows
2. Set the Archer Fellow Program admissions requirements
3. Set the fee associated with participation in the Archer Fellowship program
4. Communicate regularly with the Archer Coordinators and The University of Texas at Dallas on issues related to program participation and program participants

Term:

Name and Title of Representative: Home Institution

Signature: Home Institution Date

Name and Title of Representative: UT Dallas

Signature: UT Dallas Date

Name and Title of Representative: Archer Center

Signature: Archer Center Date