

WORK LOAD RECOMMENDATION FORM

Date: October 28, 2008 Name of Submitter: Philip Lee

Work Load Change: Yes Permanent Temporary

Recommendation:	I recommend that the professor who manages the VITA Tax program on campus be given a three (3) credit workload release each Spring semester that the program is in operation.
Justification:	The VITA (Volunteer Income Tax Assistance) program is operated throughout the country by College Accounting programs, in partnership with the IRS. In this co-curricular partnership, Accounting students receive hands on experience by applying what they have learned in their coursework in helping community members to properly file their income tax returns (at no cost). The student's work is supervised and verified by a CPA qualified instructor before it is submitted to the IRS. The program not only gives students some great real-world experience but also helps build community support and good will for the college. This program requires approximately 120 hours of work by the instructor/manager.

Recommendation Impact:

What position would this apply to:	The professor who manages the VITA program
Related College Activity:	Part of the requirements for Accounting Majors
Who else might want to claim rights to this change:	No one in their right mind
What college policies would have to change for this recommendation to be adopted:	None
What is the academic impact of this recommendation	Accounting Majors are much better prepared to meet the job requirements of their employers
What is the financial impact of this recommendation:	
Per Semester Costs:	The adjunct cost of one 3 credit course per year
Faculty Load Reductions:	3 credits per year
Adjunct Replacement:	Yes, at the current adjunct rate for 3 credits
Where has this recommendation been implemented or what other models support this recommendation:	Many 4-year Accounting programs incorporate the VITA program into their curriculum

Signature: _____

Chair's Signature: _____ Comments: _____

Dean's Signature: _____ Comments: _____

Work Load Committee Recommendations: _____ Approve _____ Disapprove

Signature: _____