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## **ASUB Standard Operating Procedure – 2006**

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### **Standard Operating Procedure Synopsis**

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Title: **QUALITY IMPROVEMENT FUNDS**

Approval Date: August 18, 2021

Revision Date, if applicable:

Review Date(s): March 23, 2022; March 29, 2023

Annual Review Month: March

Responsible Officer (RO): Vice Chancellor for Finance and Administration

Standard Operating Procedures Manager (PM): VCFA Fiscal Support

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### **A. Purpose and Scope**

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This standard operating procedure outlines the process for requesting Quality Improvement Fee (QIF) funds. QIF funds are funds generated from the QIF fee assessed on student bills as a result of Arkansas State University Board of Trustees Resolution # 94-83. The fee provides funds that are to be used in enhancing quality instruction and support services for students. Eighty percent of the funds allocated must be used in areas that directly impact students. Twenty percent of the funds are allocated to institutional support of the college mission. Departments may request items to be purchased from either the 80% or 20% category instead of their departmental budget accounts.

The QIF process can take place up to two times a year if funds are available.

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### **B. Definitions**

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*VCFA* – Vice Chancellor for Finance and Administration

*QIF* – Quality Improvement Funds

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### **C. Procedures**

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When funds are available for QIF purchases:

1. The VCFA office will send out an email to all employees with regards to specific information and deadlines no less than 30 days before the due date.
2. QIF request forms must be submitted to the VCFA office by the relevant deadline with quotes attached.
3. QIF requests are reviewed by the executive council no more than 14 days after the deadline.
4. QIF requests that are approved for institutional support are routed to the VCFA office for processing.
5. QIF requests that are approved for direct student support are routed to the QIF Committee and must meet no more than 14 days after the deadline.
6. The QIF committee is comprised of Student Government leadership from all campuses, the chancellor, and the chief financial officer.
7. The QIF committee reviews the requests and makes recommendations for approval.
8. Approved requests are routed to the VCFA office for processing.
9. The VCFA office informs requesters, their dean/supervisors, and executive council of all QIF decisions.

QIF forms and instructions are located on Microsoft SharePoint under finance and administration.

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## **D. Related Information**

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ASU System Board of Trustees Resolution #94-83

ARKANSAS STATE UNIVERSITY <sup>Resolution 94-83</sup>

**BOARD OF TRUSTEES**

**RESOLUTION**

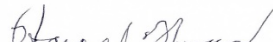
WHEREAS, providing quality instruction and support services requires the most recently developed instructional equipment, software, library holdings and related items; and

WHEREAS, state funding has not kept pace with enrollment increases and increased costs to maintain and improve the means to ensure the highest quality in programs and services; and

WHEREAS, a source of continuing funding is necessary for the allocation of resources to achieve goals and objectives in institutional planning.

NOW, THEREFORE BE IT RESOLVED by the Board of Trustees of Arkansas State University, that effective with the first summer term, 1994, a "Quality Improvement Fee" of \$2.00 per semester credit hour is hereby established for all students of the Beebe and Newport campuses.

DULY ADOPTED AND APPROVED this 25th day of April, 1994.

  
Mr. Harold Thomas, Secretary

  
Mr. Wayne Hartsfield, Chairman