

2019-2021 Biennium Internal Budget Proposal Narrative

Division: IDEA Institute

Evaluation Criteria: Proposals will be evaluated on every aspect of this template. It is highly recommended that the narrative portion touch on each area. Proposals forwarded to UPRC by unit leaders will be discussed at UPRC and authors are encouraged to attend so that they may answer questions and provide clarification.

IDEA Institute-Long Term Talent Sustainability

- This is a revised version of a previously submitted budget proposal.
If box is checked please briefly outline any significant changes and/or indicate why it is being resubmitted.

[Click here to enter text](#)

Statement of Purpose: *(What is the challenge or opportunity being addressed? How does the proposal address this challenge or opportunity? Limit response to 1 page – please link to any existing reports, data, supplemental materials, etc.)*

Our Mission is to Unleash Changemakers through Entrepreneurship and Innovation. We do this for WWU with radical inclusion and experiential learning as design principles. We seek to impact WWU and through that work, impact our local, regional, national and global communities.

Our proposal purpose is to close the loop on sustainability for the IDEA Institute Operating Model V 1.0 while setting the stage for scaling impact in the IDEA Institute Operating Model V 2.0.

The opportunity is to permanently allocate needed funding and resources for the Executive Director for IDEA, round out administrative assistance and to support the talent needed to run the flagship curricular program, the Minor in Entrepreneurship and Innovation.

Since 2014, we have been building and evolving our operating model and have now achieved viability (it works). Yet, to achieve this we've used borrowed or temporarily funded talent. This has predominantly been via leveraging the Cole Professor of Entrepreneurship to serve as the founder and director of the IDEA Institute as well as the head instructor on the design, evolution and implementation of the Minor in Entrepreneurship and Innovation. Additionally, we have NTT budgeting that has been renewed each year, yet is not permanently allocated to the program. Finally, we currently have our Program Specialist 2 taking on a large administrative burden that we could successfully do with an Administrative Assistant. Doing so would allow our PS2 to focus primarily on student/community programming (on and off campus) while managing more complex administrative needs.

The challenge ahead is that given the current agreements in place, the Cole Professor is shifting attention to other opportunities at WWU to build changemaking through entrepreneurship and

innovation and is stepping away from the head instructor (Spring 2019) and intends to step away from the Minor into expanding STEM opportunities starting in the 2019-2020 academic year and away from the Directorship as of June 2020. The Cole Professor intends to continue serving as the academic coordinator for the IDEA Institute and continue to work spreading changemaking through entrepreneurship and innovation across WWU and in our community, region, nation and world.

These upcoming changes result in a cascading effect of creating talent voids in our current operations as well as anticipated voids in talent needed to expand the impact of the Institute.

Allocating resources, especially those that allow for sustainability of IDEA V 1.0, will fill these voids and allow for expanded impact.

Specific Asks in this Proposal

1. Executive Director. New, 1 FTE
2. Administrative Assistant 1 or 2. New, .5 FTE
3. NTT Faculty: Move permanent funding from \$37,000 to the permanent level that will cover-
 - a. Head Instructor of Record @ .5 FTE (This replaces the Cole professor as head instructor and is projected to be \$36,000 per year)
 - b. Three instructors @ .25 FTE (This replaces the Cole Professor and fills out the needs of the six levels of classes and current starting amounts are approximately \$4250 per quarter per instructor for a total of approximately \$38,250. Again, this is currently by use of the existing NTT budget and temporarily covered by extra work by the Cole professor our new student facilitative leadership program.)

Anticipated Outcome(s):

1. IDEA Institute Operations will be sustainably viable.
 - a. Executive Director position created and filled.
 - b. Administrative Assistant position created and filled.
 - c. Teaching Team system in place and consistently filled.
 - d. Minor will continue to provide interdisciplinary access and run all courses, every quarter at or near capacity (n is approx. 100-110 students per quarter)
 - e. Existing programs will continue unabated (IDEA Changemaker Fellows, Global Programs, Professional Programs, Community Engagement through IDEA Lab)
2. IDEA Institute will expand impact between our campus and community and within high opportunity areas. (STEM is in our sights as a primary opportunity along with operations connecting WWU and our local community). We also believe that wherever we are engaged, we will support the diversification of our partners, leading to greater inclusion and equity for participants and leaders.

Metrics: *(How will outcomes be measured? Please include current data points and goals. If this proposal will have any impact on the [Overall Metrics](#) included in the university's strategic plan, please indicate which specific ones here.)*

The metrics below are output metrics.

New Administrative Assistant in place by January 2020 (trained up by the arrival of the ED)

Measure: Yes/No

New Executive Director hired and in place by June 2020

Measure: Yes/No

Minor

Measure: Program regularly at 90-100% capacity; all classes offered

Existing programs

Measure: Programs regularly filled at 90%-100% capacity

How does this proposal align with your departmental/divisional strategic priorities? *(Please reference specific items from the recently completed departmental/divisional strategic plan and attach a copy.)*

This proposal aligns with the priority to establish a viable, sustainable and scalable IDEA Institute that is interdisciplinary, inclusive and engaged.

As shared above, our Mission is to Unleash Changemakers through Entrepreneurship and Innovation. We do this for WWU with radical inclusion and experiential learning as design principles. We seek to impact WWU and through that work, impact our local, regional, national and global communities.

We set out to create a viable, sustainable and scalable institute with lasting impact. All with a solid dedication to inclusion and deep experiential learning within our systems design. We started from nearly scratch and now WWU has a nearly finished IDEA Institute that fulfills its mission daily. We have delivered on the promise of viability and now it is time to deliver on sustainability that stabilizes the platform for scaling impact.

How does this proposal support the University Mission and Strategic Objectives? *(Please refer to the [2018-2025 Strategic Plan](#) and indicate which core theme(s) this proposal will help achieve.)*

Advancing Inclusive Success

This proposal will allow us to sustainably continue our dedication in advancing inclusive, interdisciplinary success. When students from all WWU colleges engage with IDEA, they join a diverse and engaged community of students, staff, faculty and local community members. It is truly a learning community of practice where students find their passions and purpose, make friends and colleagues and do engaged experiential learning. Primary responsibility for

diversity, equity and inclusion and related success lies with the director and will lie with the new ED.

Increasing Washington Impact

This proposal will allow us to continue our current impact and expand it through our campus and beyond. Filling the talent voids will allow for continued advancement of our current operations and expansion through the full time attention of the Executive Director (currently half time within the Cole Professor agreement) and the attention of the new administrative assistant (half time). This will allow focus on expanded programing and impact by the Cole Professor (one class per quarter on expanded offerings and one quarter time on other engagement) and the Program Specialist 2 (quarter time on complex admonitive duties and three-quarter time on advancing programing on and off campus).

What are the consequences of not funding this proposal?

Sustainability of the IDEA Institute and her Mission
Expanded impact for WWU and beyond.

What alternatives were explored?

Private funding; reduced offerings; student employees; one time dollars

Which units (departments, colleges, etc.) will be involved?

IDEA Institute, Provost Office

Equipment needed:

None

For major (>\$25k) purchases, please provide the following information.

Item:

[Click here to enter text](#)

Purpose:

[Click here to enter text](#)

Cost:

Click here to enter text

Anticipated Useful Life:

Click here to enter text

Replacement Cost if any:

Click here to enter text

Human Resources *(Complete the table below adding additional rows if necessary):*

<i>Position Title</i>	<i>Total Headcount</i>	<i>Total FTE</i>	<i>Salary and Benefits per FTE</i>	<i>Total Cost</i>
<i>Executive Director</i>	<i>1</i>	<i>1</i>	<i>\$111,430</i>	<i>\$111,430</i>
<i>Administrative Assistant 2</i>	<i>1</i>	<i>.5</i>	<i>\$34,311</i>	<i>\$34,311</i>
<i>NTT Faculty</i>	<i>3</i>	<i>.75</i>	<i>\$45,511</i>	<i>\$45,511</i>

Table above should match data on budget spreadsheets submitted with this proposal. Complete the spreadsheet to get salary, benefit, and total cost amounts. Contact your division budget officer with questions.

Operating & Maintenance Costs (include service contracts, installation costs, etc.):

\$6,000 recurring operating and travel.

Space Requirements:

What type of space is needed for this proposal? (e.g., private office, lab space, group work/study space, etc.)

Click here to enter text

What features must this space have? (e.g., fume hoods, plumbing, 3-phase power, etc.)

Click here to enter text

What needs can be accommodated within your existing space?

Click here to enter text

How much new space will be required?

Click here to enter text