Special Course and Academic Program Fee

Review Form

Signature Page

Prepared By:

Signature | Dennis Atich (Printed Name) | 9/23/19 (Date)

The Chair/Associate Dean and Dean of the College requesting this fee must sign the signature page prior to review of this Application Form by the Special Course and Academic Fees Advisory Committee.

Chair/Associate Dean/Associate VPAA:

Signature _____ Date _____

College Dean (if applicable)

Signature _____ Date 9/23/19

By signing you are indicating that you reviewed the fee and/or the comments made by the advisory committee.

Chair of the Special Course and Academic Fees Advisory Committee:

Signature _____ Date Nov 1, 2019

Provost

kevindemmitt@clayton.edu kevindemmitt@clayton.edu (Nov 1, 2019)

Signature _____ Date Nov 1, 2019

President

Signature _____ Date ~~Nov 1,~~ 2019

Fee Name	Committee Review Comments	FY19 amount reviewed/FY20 Collecting/FY21 approved	Requires Application to USG/BoR? Yes or No
Teacher Education Practicum Fee	*Review Comments*: The committee felt that the fee was managed well and spent appropriately. *Application Comments*: The committee approved the fee application for FY 21. No appeal required	FY19: $300/course FY 20: $300/course FY 21: $300/course	Yes

Fiscal Year 2019

Fee Review Memo for the Department of Teacher Education Practicum Fee

The Fiscal Year 2019 Practicum Fee of $300 per student allowed the Department of Teacher Education to purchase a portfolio voucher for the Educator Teacher Performance Assessment (EdTPA) for each student. The $300 cost of the EdTPA portfolio submission and scoring is each student's responsibility; however, to expedite this process, the department purchases the vouchers to be sure that each student has an EdTPA voucher prior to beginning his or her practicum and internship.

In 2019, this fee collected a total of $7200 ($300 x 24 students). The ledger history report indicates that $7,200 was expended on the purchase of EDPTA vouchers (via Pearson) with a zero balance for this fee account.

As the EdTPA process is an ongoing federal and state requirement of teacher education candidates, we will need to continue to purchase vouchers for our students and we request that the $300 fee be maintained and in no way reduced.

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Fiscal Year Review (Ex. FY15): FY 2019

Department/College: Teacher Education

Fee Name: Teacher Education Practicum Fee (EdTPA)

List the course(s) or program(s) for which this fee applies:

EDUC 4710: Middle Level Internship I
EDUC 4725: Secondary Education Practicum
EDUC 5102: MAT Practicum
MUSC 4930: Student Teaching

Revenue Collected this Fiscal Year $7200.00
(obtain this from the revenue summary report you attach)

Please complete the expenditures chart below (obtain this from the budget activity report you attach).

Expenditures	**Amount**
Personal Services	
511000-Faculty	
512000-PT Faculty	
513000-Summer Faculty	
521000-Prof/Admin	
522000-Staff	
523000-Grad Asst	
524000-Student Asst	
525000-Casual Labor	
551000-FICA	
552000-Retirement Systems	
553000-Group Insurance	
566000-Other Personal Services	
Travel	
641000-Employee Travel	
651000-NonEmployee Travel	
OS&E	
714000-Supplies and Materials	
715000-Repairs and Maintenance	
719000-Rents(Non Real Estate)	
720000-Insurance and Bonding	

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727000-Other Operating Expense	
733000-Software	
742000-Publications and Printing	
743000-Equipment(Small Value)	
744000-IT Equipment(Small Value)	
748000-Real Estate Rentals	
751000-Per Diems & Fees	
753000-Contracts	$ 7,200
771000-Telecommunications	
781000-Scholarships	
783000-Stipends	
Equipment	
843000-Equipment(Inventory)	
Total Expenditures: 24 students x $300	$7200.00
Net Operating Gain (Loss) *Subtract your total revenue from your total expenditures.*	0

Attach the following to this form:

- A Revenue Summary Report (from People Soft Financials).
- A Budget Activity Report—Detail (from People Soft Financials)
- For each expenditure in the report provide an explanation of what was purchased (typically provided in a spreadsheet format).
- A memo or cover letter addressing any items/services purchased that did not exist in the original narrative provided on the original application form, any unusual circumstances you noted about the fee, and/or any significant remaining revenue or deficit in the fee account. If you feel that the fee should be reduced, eliminated or increased you will need to submit a new application for the fee.

LEDGER HISTORY REPORT - Summary
Clayton State University

Ledger:	ACTUALS	**Fund:**	10600	**Program:**	ALL	**Account Range:**	400000	**to**	999999
Fiscal Year:	2019	**Budget Ref:**	2019	**Class:**	11000	**Department Range:**	0210310	**to**	0210310
Acct Period Range:	1 to 12					**Project Range:**	ALL		

Fund	Dept	Program	Class	Proj/Grant	Account	Budget Ref
10600	0210310	11100	11000		409922	2019
Other General	Teacher Ed Practic	General Academic	General Operations		Education Program Fees	

		Pre-Encum	Encumbrance	Expended
Totals for Account:	**409922**	0.00	0.00	-7,200.00
Totals for Project:		0.00	0.00	-7,200.00
Totals for Department:	**0210310**	0.00	0.00	-7,200.00

TE review

Final Audit Report 2019-11-01

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