

**Special Course and Academic Program Fees Committee Recommendations Summary**

<b>Fee Name</b>	<b>Committee Review Comments</b>	<b>FY19 amount reviewed/FY20 Collecting/FY21 approved</b>	<b>Requires Application to USG/BoR? Yes or No</b>
<b>Applied Music Course Fee</b>	The committee understands that this fee is used to maintain a piano (tuning it) used in the courses that charge this fee. Students taking these courses receive instruction on playing the piano. The committee feels that in the future the department should change the terminology from “private lessons” to individual course instruction to make it clear that the fee is used for students paying the actual fee. No appeal required. Fee approved for FY21.	FY19: \$30/course FY 20: \$30/course FY 21: \$30/course	No
<b>Communicative Art Course Fee</b>	One required element of the fee review packet is to include an explanation of what was purchased using the fee revenue. While the department included a spreadsheet with itemized expenditures the explanation simply said "p-card charges." The committee had concerns about this since they have no way to identifying what was purchased and if the purchased items were used by the students taking the class in which the fee was charged. While the committee has not requested an appeal to keep the fee, they would like to make certain that an explanation of expenditures is included. No appeal required. Fee approved for FY21.	FY19: \$35/course FY 20: \$35/course FY 21: \$35/course	No
<b>Biology Lab Fee</b>	The committee had no concerns concerning this review. No appeal required. Fee approved for FY21.	FY19: \$35/course FY 20: \$35/course FY 21: \$35/course	No

<b>Chemistry &amp; Physics Lab Fee</b>	<p>Overall, the department did an excellent job describing the expenses and managing the budget. The committee did have two concerns. One concern is that any time petty cash was used the description of what was actually purchased was not included. It is important to list the actual items purchased for petty cash. The second concern was that the spreadsheet did not describe the motor vehicle expense from 04/30/2019. This seems like an unusual expense for a laboratory. It was used to provide a vehicle for field studies associated with the lab this is okay, but it should be described in the spreadsheet. If this was allocated by mistake it should have been fixed during the 4th quarter review. No appeal required. Fee approved for FY21.</p>	<p>FY19: \$35/course FY 20: \$35/course FY 21: \$35/course</p>	<p>No</p>
<b>Film Production course Fee</b>	<p>The committee had no concerns concerning this review. No appeal required. Fee approved for FY21.</p>	<p>FY19: \$32/course FY 20: \$32/course FY 21: \$32/course</p>	<p>No</p>
<b>Film Studies course Fee</b>	<p>One required element of the fee review packet is to include an explanation of what was purchased using the fee revenue. While the department included a spreadsheet with itemized expenditures the explanation simply said "p-card charges." The committee had concerns about this since they have no way to identifying what was purchased and if the purchased items were used by the students taking the class in which the fee was charged. While the committee has not requested an appeal to keep the fee, they would like to make certain that an explanation of expenditures is included. No appeal required. Fee approved for FY21.</p>	<p>FY19: \$15/course FY 20: \$15/course FY 21: \$15/course</p>	<p>No</p>
<b>Teacher Education Practicum Fee</b>	<p><i>Review Comments:</i> The committee felt that the fee was managed well and spent appropriately.</p> <p><i>Application Comments:</i> The committee approved the fee application for FY 21. No appeal required</p>	<p>FY19: \$300/course FY 20: \$300/course FY 21: \$300/course</p>	<p>Yes</p>

<p><b>Dental Hygiene Lab fee</b></p>	<p><i>Review:</i> The committee was concerned that a narrative was not provided even though the form indicates that it should be provided. The committee doesn't understand some purchases (scheduling software, scantrons) and these are new charges this year. Lab fees should not be used for scantrons or scheduling software. The original fee application indicated that the fee revenue would be used to purchase lab supplies used by the students who pay the fees. It does not appear that the fee revenue was used to purchase lab supplies. The committee requested a narrative to describe the expenditures during the appeals process before they approved this fee for the future.</p> <p><i>Appeal:</i> A narrative was provided with an explanation that some items were purchased using the fee revenue since an accreditation visit reduced other funds that would be used. The committee feels very strongly that the fee revenue should NEVER be used for items that are not approved originally and are not used in this course. While the committee understands the issue and has sympathy the fee manager should remember that the committee will not approve this fee in the future if fee revenue is not spent correctly. The committee approved the fee for FY21 after the appeal was filed.</p>	<p>FY19: \$15/course  FY 20: \$15/course  FY 21: \$15/course</p>	<p>No</p>
<p><b>HFMG Lab Fee</b></p>	<p>The committee felt that the fee was managed well and spent appropriately. No appeal required. Fee approved for FY21.</p>	<p>Varies for FY19-21:  HFMG 2210=\$47  HFMG 3101, 3130, 3140, 3121 =\$35  HFMG 4999 and 4970=\$21.75</p>	<p>No</p>

<p><b>NURS 3202 Lab Fee</b></p>	<p><i>Review:</i> The committee was concerned that a narrative was not provided even though the form indicates that it should be provided. Since a narrative was not given and only \$35 was collected the committee feels that the department no longer needs this fee and that perhaps the nursing program fee can now cover these lab expenses. In order to maintain this fee the department will need to submit an appeal that contains a narrative that explains why the fee was not collected last fiscal year and why the fee is needed.</p> <p><i>Appeal:</i> The Department decided to not appeal this fee and thus it will not be collected in the future.</p>	<p>FY19: \$15/course (not collected)  FY 20: \$15/course  FY 21: \$0/course</p>	<p>No</p>
<p><b>Nursing Program fee</b></p>	<p><i>Review comments:</i> Narrative was missing. \$52,000 remained encumbered/unspent and this occurred last year. The committee felt uncomfortable with this and would like an explanation before committee will approve the continuation of the fee for FY21. An appeal containing a narrative for the review is required.</p> <p><i>Application comments:</i> Application Committee Comments/Results: Before committee is willing to accept the application for FY21 they are requesting a narrative to explain the large amount encumbered and unspent on the FY19 review.</p> <p><i>Appeal Comments:</i> Budget manager provided the expected narrative and the committee approved the fee for FY21, but wants to send an important reminder that the narrative, which was not included in the original submission is required each year.</p>	<p>FY19: \$283/semester program fee  FY 20: \$283/semester program fee  FY 21: \$283/semester program fee</p>	<p>Yes</p>

<p><b>FNP Program fee</b></p>	<p><i>Review Comments:</i> Expenditures appear to match the original proposal except bio waste disposal. The committee feels this expense is acceptable and should be added to FY21 application. The budget appears to be managed well.</p> <p><i>Application Comments:</i> The budget manager needs to create two separate applications: one for the course fee for the NURS 6690 course, which is \$319 per student, and one for the program fee decreasing to \$480. <u>Explain these separately.</u> The program goes to the BOR so mentioning the course fee within it can complicate things. Budget manager asked to reduce the course fee from \$469 to \$319 starting in FY20 (less expensive assessment).</p> <p><i>Appeal Comments:</i> The committee felt that having these two fees separated into two applications and reviews made it a lot easier to review. The committee approved the two fees and these will now be listed separately: Course fee and program fee.</p>	<p>FY19 review: \$1,029 program fee  FY 20: NURS 6690-\$319/Course (requested to reduce this in FY20).  FY 20: One time program fee \$481  FY 21: NURS 6690-\$319/Course  FY 21: One time program fee \$480</p>	<p>Yes</p>
<p><b>Undergraduate Business Career Readiness Assessment Fee</b></p>	<p>The committee had no concerns concerning this review. No appeal required. Fee approved for FY21.</p>	<p>FY19: \$60/course  FY 20: \$15/course  FY 21: \$15/course</p>	<p>No</p>
<p><b>Distance Learning Fee</b></p>	<p><i>Review Comments:</i> The committee felt that the fee was managed well and spent appropriately. The committee felt that the revenue estimates should be double checked for next fiscal year since they estimate was significantly below what was collected.</p> <p><i>Application Comments:</i> The committee approved the fee application, but also feels that it will be important that you have a fairly accurate revenue estimate before sending an application to the USG for approval. No appeal required. Fee approved for FY21.</p>	<p>FY19: \$25/course capped \$75 per student  FY 20: \$15/course capped at \$75 per student  FY 21: \$15/course capped at \$75 per student</p>	<p>Yes</p>