Special Course and Academic Program Fee

Review Form

Signature Page

Prepared By:

Signature | Margaret A. Thompson | September 26, 2019
Printed Name | 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 | 9/29/19.
Date

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 | Nov 1, 2019
Date

Provost

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

Signature | Nov 1, 2019
Date

President

Signature | Nov 1, 2019
Date

Fee Name	Committee Review Comments	FY19 amount reviewed/FY20 Collecting/FY21 approved	Requires Application to USG/BoR? Yes or No
Undergraduate Business Career Readiness Assessment Fee	The committee had no concerns concerning this review. No appeal required. Fee approved for FY21.	FY19: $60/course FY 20: $15/course FY 21: $15/course	No

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Fiscal Year Review (Ex. FY15): _____

Department/College: ____College of Business_____

Fee Name: __Career Readiness Assessment Fee_____

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

- *BLAW 2106 (85 students per semester, 170 per year)*
- MGMT 3120 *(140 students per semester, 280 per year)*
- *MGMT 3101 (200 students per semester, 400 per year)*
- *MGMT 4750 (100 students per semester, 200 per year)*

Revenue Collected this Fiscal Year _____
(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	14,000
715000-Repairs and Maintenance	
719000-Rents(Non Real Estate)	

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720000-Insurance and Bonding	
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	
771000-Telecommunications	
781000-Scholarships	
783000-Stipends	
Equipment	
843000-Equipment(Inventory)	
Total Expenditures	14,000
Net Operating Gain (Loss) *Subtract your total revenue from your total expenditures.*	(-2615)

Attach the following to this form:

- A Revenue Summary Report (from People Soft Financials).
- A Budget Activity Report—Detail (from People Soft Financials)
- Ledger History Report (new this year)
- 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.

Special Course and Academic Program Fee

Review Form

MEMO

TO: **SCAPF Committee**
FROM: **Margaret A. Thompson, Associate Dean**
RE: **Review of 2019 Fiscal Year**
DATE: **September 30, 2019**

Please find a list of the items requested by the committee for explanation of the program in Fiscal Year 2019.

1. **Items purchased:** There were no additional items purchased in Fiscal Year 2019 vs. Fiscal Year 2020. As we did last year, we purchased online assessments of career readiness in College of Business undergraduate students. They received personalized feedback regarding their leadership, interpersonal, ethical, and operational management skills. The online assessments were administered in courses at various points in the curriculum map, so as to see any changes in students' skills over time. Students were assessed in one 2000-level course, two-3000 level courses, and one 4000-level course for a total of approximately 1000 students.

   Our goal for Fiscal Year 2019 was to increase participation to at least 70%. Participation increased in Spring 2019, in part because of a College-wide focus on career readiness, but also because these assessments are now an integrated part of the course grades. In Spring 2019, participation ranged from 85-95% across all courses.

   In Fiscal Year 2020, we will complete a comparative analysis of results from the first two years of administering this assessment. The goal is to increase student scores to at least 70% across all courses, and to see an increase in student scores in the upper-level courses across the same measures.

2. **Unusual Circumstances**: There were no unusual circumstances about the fee. The process rolled out as planned in this pilot year.

3. **Fee remaining Revenue or Deficit in the Account:** The account had a small deficit ($2615.00); cost was $14,000 and we collected $11,385.00. This is not a significant amount, and we do not believe the fee should be increased at this point. If we have a deficit next year, then we may recommend applying for a larger fee for Fiscal Year 2021..

I hope this memo meets your requirements. Thank you for your consideration and please let us know if you need additional information.

REVENUE SUMMARY REPORT
Clayton State University

Business Unit: 28000
Fiscal Year: 2019 **From Acct. Period:** 1 **To Acct. Period:** 12

Fund: 10600 **Department:** 0410250 UG Business Simulation Fees

Class: 11000 General Operations **Project/Grant:**

409000 - Other Fees

409500	Applied Instruc-Other Fees	-11,385.00
	Class Sub-Total	-11,385.00
	Dept Total	-11,385.00

BUDGET ACTIVITY REPORT - Detail
Clayton State University

Budget Manager: Thompson,Margaret A	**Budget Ref:** 2019	**From Fiscal Year:** 2019	**To Fiscal Year:** 2019
Department: 0410250 UG Business Simulation Fees	**All Fiscal Periods:** No	**Acct Period From:** 1 (JUL2018)	**Acct Period To:** 12 (JUN2019)
Fund Code: 10600 Other General			

Account	Jrnl/Tran Date	Type	DocumentID	Line	Program/ Class Description	APPROP Budgeted Vendor	ORG Budgeted Check	Pre-Encum	Encumbrance	Expended	Remaining
700000	**Operating Supplies & Expenses**				11100 / 11000	18,000.00					
714000	Supplies and Materials				11100 / 11000		0.00				
714100	Supplies and Materials										
	11/29/18	REQ	0000503848	1	TeamMATE site license			4,000.00	0.00	0.00	
	11/29/18	REQ	0000503848	2	CapsimInbox site license			10,000.00	0.00	0.00	
	12/14/18	PO	0000514666	1	Pre-Enc Liquidation: 0000503848/1	CAPSIMMANA		-4,000.00	0.00	0.00	
	12/14/18	PO	0000514666	2	Pre-Enc Liquidation: 0000503848/2	CAPSIMMANA		-10,000.00	0.00	0.00	
	Totals							**0.00**	**0.00**	**0.00**	**0.00**
727000	Other Operating Expense				11100 / 11000		0.00				
727140	Oth Oper Exp-Credit Card Relat										
	12/14/18	PO	0000514666	1	TeamMATE site license	CAPSIMMANA		0.00	4,000.00	0.00	
	12/14/18	PO	0000514666	2	CapsimInbox site license	CAPSIMMANA		0.00	10,000.00	0.00	
	05/07/19	Vchr	05340854	1	Enc Liquidation: 0000514666/1	CAPSIMMANA		0.00	-4,000.00	0.00	
	05/07/19	Vchr	05340854	1	TeamMATE site license	CAPSIMMANA	238521	0.00	0.00	4,000.00	
	05/07/19	Vchr	05340854	2	CapsimInbox site license	CAPSIMMANA	238521	0.00	0.00	10,000.00	
	05/07/19	Vchr	05340854	2	Enc Liquidation: 0000514666/2	CAPSIMMANA		0.00	-10,000.00	0.00	
	Totals							**0.00**	**0.00**	**14,000.00**	**-14,000.00**
Operating Supplies & Expenses Total						**18,000.00**	**0.00**	**0.00**	**0.00**	**14,000.00**	**4,000.00**

Totals for Dept/Fund/Program/Class:

0410250 / 10600	**11100 / 11000**	**18,000.00**	**0.00**	**0.00**	**0.00**	**14,000.00**	**4,000.00**

Totals for Dept/Fund:

0410250 / 10600	**18,000.00**	**0.00**	**0.00**	**0.00**	**14,000.00**	**4,000.00**

LEDGER HISTORY REPORT - Detail
Clayton State University

Ledger:	ACTUALS	Fund:	ALL	Program:	ALL	Account Range:	ALL		
Fiscal Year:	2019	Budget Ref:	ALL	Class:	ALL	Department Range:	0410250	to	0410250
Acct Period Range:	1 to 12					Project Range:	ALL		

Fund	Dept	Program	Class	Proj/Grant	Account	Budget Ref
10600	0410250	11100	11000		118100	%
Other General	UG Business Simula	General Academic	General Operations		Cash in Bank Gen Oper - Dem De	

Jrnl/Tran Date	Type	DocumentID	Line	Description	Vendor	Check	Pre-Encum	Encumbrance	Expended
05/10/19	JE	AP00697023	94	AP Payment - 05340854			0.00	0.00	-4,000.00
05/10/19	JE	AP00697023	95	AP Payment - 05340854			0.00	0.00	-10,000.00
Totals for Account:		118100					0.00	0.00	-14,000.00

Fund	Dept	Program	Class	Proj/Grant	Account	Budget Ref
10600	0410250	11100	11000		211000	%
Other General	UG Business Simula	General Academic	General Operations		Accounts Payable	

Jrnl/Tran Date	Type	DocumentID	Line	Description	Vendor	Check	Pre-Encum	Encumbrance	Expended
05/07/19	JE	AP00695280	22	AP Accrual - 05340854			0.00	0.00	-10,000.00
05/07/19	JE	AP00695280	21	AP Accrual - 05340854			0.00	0.00	-4,000.00
05/10/19	JE	AP00697023	209	AP Payment - 05340854			0.00	0.00	4,000.00
05/10/19	JE	AP00697023	208	AP Payment - 05340854			0.00	0.00	10,000.00
Totals for Account:		211000					0.00	0.00	0.00

Fund	Dept	Program	Class	Proj/Grant	Account	Budget Ref
10600	0410250	11100	11000		409500	2019
Other General	UG Business Simula	General Academic	General Operations		Applied Instruc-Other Fees	

Jrnl/Tran Date	Type	DocumentID	Line	Description	Vendor	Check	Pre-Encum	Encumbrance	Expended
07/05/18	JE	B000591149	808	Banner Journal - 1818615			0.00	0.00	-12,120.00

Ledger:	ACTUALS	Fund:	ALL	Program:	ALL	Account Range:	ALL		
Fiscal Year:	2019	Budget Ref:	ALL	Class:	ALL	Department Range:	0410250	to	0410250
Acct Period Range:	1 to 12					Project Range:	ALL		

07/18/18	JE	B000595393	342	Banner Journal - 181972	0.00	0.00	-60.00
07/18/18	JE	B000595393	341	Banner Journal - 181971	0.00	0.00	-540.00
07/18/18	JE	B000595393	340	Banner Journal - 181981	0.00	0.00	-120.00
07/26/18	JE	B000598505	108	Banner Journal - 182071	0.00	0.00	240.00
07/30/18	JE	B000599451	78	Banner Journal - 182111	0.00	0.00	-180.00
08/03/18	JE	B000601589	89	Banner Journal - 182151	0.00	0.00	300.00
08/08/18	JE	B000603077	316	Banner Journal - 182181	0.00	0.00	540.00
08/08/18	JE	B000603077	319	Banner Journal - 182201	0.00	0.00	-180.00
08/08/18	JE	B000603077	318	Banner Journal - 182183	0.00	0.00	-240.00
08/08/18	JE	B000603077	317	Banner Journal - 182182	0.00	0.00	360.00
08/11/18	JE	B000604231	100	Banner Journal - 182211	0.00	0.00	-120.00
08/13/18	JE	B000604562	103	Banner Journal - 182251	0.00	0.00	120.00
08/14/18	JE	B000605000	106	Banner Journal - 182261	0.00	0.00	-180.00
08/15/18	JE	B000605436	93	Banner Journal - 182271	0.00	0.00	-60.00
08/16/18	JE	B000605981	99	Banner Journal - 182281	0.00	0.00	120.00
08/21/18	JE	B000607450	208	Banner Journal - 182332	0.00	0.00	540.00
08/21/18	JE	B000607450	207	Banner Journal - 182333	0.00	0.00	180.00
08/22/18	JE	B000608034	74	Banner Journal - 182341	0.00	0.00	-120.00
08/23/18	JE	B000608590	65	Banner Journal - 182351	0.00	0.00	-120.00
08/24/18	JE	B000609010	94	Banner Journal - 182361	0.00	0.00	300.00
08/28/18	JE	B000609990	129	Banner Journal - 182401	0.00	0.00	-120.00
06/12/19	JE	B000710609	469	Banner Journal - 191634	0.00	0.00	15.00
06/12/19	JE	B000710609	468	Banner Journal - 191633	0.00	0.00	45.00
06/18/19	JE	B000713096	80	Banner Journal - 191691	0.00	0.00	15.00
Totals for Account:		409500			0.00	0.00	-11,385.00

Fund	Dept	Program	Class	Proj/Grant	Account	Budget Ref
10600	0410250	11100	11000		714100	2019
Other General	UG Business Simula	General Academic	General Operations		Supplies and Materials	

Jrnl/Tran Date	Type	DocumentID	Line	Description	Vendor	Check	Pre-Encum	Encumbrance	Expended
11/29/18	REQ	0000503848	2	CapsimInbox site license			10,000.00	0.00	0.00
11/29/18	REQ	0000503848	1	TeamMATE site license			4,000.00	0.00	0.00
12/14/18	JEUnp	0010414287	1				0.00	0.00	0.00
12/14/18	PO	0000514666	2	CapsimInbox site license	CAPSIMMANA		0.00	0.00	0.00

LEDGER HISTORY REPORT - Detail
Clayton State University

Ledger:	ACTUALS	Fund:	ALL	Program:	ALL	Account Range:	ALL
Fiscal Year:	2019	Budget Ref:	ALL	Class:	ALL	Department Range:	0410250 to 0410250
Acct Period Range:	1 to 12					Project Range:	ALL

12/14/18	PO	0000514666	2	Pre-Enc Liquidation: 0000503848/2	CAPSIMMANA	-10,000.00	0.00	0.00
12/14/18	PO	0000514666	1	TeamMATE site license	CAPSIMMANA	0.00	0.00	0.00
12/14/18	PO	0000514666	1	Pre-Enc Liquidation: 0000503848/1	CAPSIMMANA	-4,000.00	0.00	0.00
Totals for Account:		714100				0.00	0.00	0.00

Fund	Dept	Program	Class	Proj/Grant	Account	Budget Ref
10600	0410250	11100	11000		727140	2019
Other General	UG Business Simula	General Academic	General Operations		Oth Oper Exp-Credit Card Relat	

Jrnl/Tran Date	Type	DocumentID	Line	Description	Vendor	Check	Pre-Encum	Encumbrance	Expended
12/14/18	PO	0000514666	2	Pre-Enc Liquidation: 0000503848/2	CAPSIMMANA		0.00	0.00	0.00
12/14/18	PO	0000514666	2	Pre-Enc Liquidation: 0000503848/2	CAPSIMMANA		0.00	0.00	0.00
12/14/18	PO	0000514666	1	Pre-Enc Liquidation: 0000503848/1	CAPSIMMANA		0.00	0.00	0.00
12/14/18	PO	0000514666	2	CapsimInbox site license	CAPSIMMANA		0.00	0.00	0.00
12/14/18	PO	0000514666	1	TeamMATE site license	CAPSIMMANA		0.00	4,000.00	0.00
12/14/18	PO	0000514666	1	Pre-Enc Liquidation: 0000503848/1	CAPSIMMANA		0.00	0.00	0.00
12/14/18	PO	0000514666	2	CapsimInbox site license	CAPSIMMANA		0.00	10,000.00	0.00
12/14/18	PO	0000514666	1	TeamMATE site license	CAPSIMMANA		0.00	0.00	0.00
05/07/19	JE	AP00695280	108	TeamMATE site license			0.00	0.00	4,000.00
05/07/19	JE	AP00695280	107	CapsimInbox site license			0.00	0.00	10,000.00
05/07/19	Vchr	05340854	2	CapsimInbox site license	CAPSIMMANA	238521	0.00	0.00	0.00
05/07/19	Vchr	05340854	2	Enc Liquidation: 0000514666/2	CAPSIMMANA		0.00	-10,000.00	0.00
05/07/19	Vchr	05340854	1	TeamMATE site license	CAPSIMMANA	238521	0.00	0.00	0.00
05/07/19	Vchr	05340854	1	Enc Liquidation: 0000514666/1	CAPSIMMANA		0.00	-4,000.00	0.00
Totals for Account:		727140					0.00	0.00	14,000.00
Totals for Project:							0.00	0.00	-11,385.00
Totals for Department:		0410250					0.00	0.00	-11,385.00

Undergrad Business Review

Final Audit Report 2019-11-01

Created:	2019-11-01
By:	Michelle Furlong (michellefurlong@clayton.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAAXEQi3UGGkiFWiAeZD43mzIY9CUjhkGHU

"Undergrad Business Review" History

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