

*Special Course and Academic Program Fee*

*Application Form*

**Signature Page**

Prepared By:

*Mark May*  
Signature

MARK MAY  
Printed Name

9-29-17  
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

*Mark May*  
Signature

9-29-17  
Date

College Dean (if applicable)

*John S. Campbell for Nasser Monay, #21*  
Signature

9/29/17  
Date

**By signing you are indicating that you agree to this fee or a revised version of this fee.**

Chair of the Special Course and Academic Fees Advisory Committee:

\_\_\_\_\_  
Signature Date

Provost

\_\_\_\_\_  
Signature Date

President

\_\_\_\_\_  
Signature Date

After Approved by President Submit Form to Budget Office with any revisions made.

Fund	Department	Program	Class	Accounts

**Special Course and Academic Program Fee**

**Application Form**

Date of Application: 9-29-17

College/Department: Arts and Sciences

Fee Name: Film Production

Choose one of the following:

- Newly proposed fee
- Existing fee that will change (increase/decrease/eliminate)  
Indicate which situation applies
- Reapplication of an existing fee that will not change, but requires BOR approval.

Choose one:

- Academic Program Fee
- Supplemental Course Material or Laboratory Fee

**Supplemental Course Material or Laboratory Fees (Only complete this section if you are proposing a course fee.):**

List the courses for which this fee will apply:

FILM 3490 – Directing  
Any new FILM class that focuses on film production (not film studies classes).

*Answer the following for all of the courses you listed above (collectively). So for example if you list 3 courses you will provide the projected annual enrollment for all 3 courses combined. To calculate annual revenue multiply the annual enrollment by the fee cost per student.*

Projected Annual Enrollment: 20+ Fee amount per student: \$32 Annual Revenue: \$640

Do all students in each of these courses have to pay the course fee? yes (if not, explain who will pay the fee)

**Academic Program Fees (Only complete this section if you are proposing a program fee.):**

Which academic program will this fee support? \_\_\_\_\_

*Answer the following for the program you listed above. Annual enrollment would be the number of students paying the fee in a given academic year. To calculate the annual revenue multiply the annual enrollment times the number of semesters the fee must be paid annually. IF the fee is paid only once upon acceptance into the program then annual enrollment would be the expected number of new students annually.*

Projected Annual Enrollment: \_\_\_\_\_ Fee amount per student: \_\_\_\_\_

How often will a given student have to pay the fee?

- Only once (when the student is accepted into the program)
- Each semester the student is enrolled in the program  
Is summer term included? \_\_\_\_\_
- Once per year  
Which semester? \_\_\_\_\_

Annual Revenue: \_\_\_\_\_

Do all students enrolled in this program have to pay the fee? \_\_\_\_\_ (If not, explain who will pay the fee)

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The Department of Visual and Performing Arts successfully requested the implementation of a course fee in the amount of \$32 for students enrolled in all film production courses in October, 2016. This year, due to additions to our curriculum, we are requesting the application of our existing fee to our newly added course, Film 3490, Directing and to all future Film production courses with the FILM prefix. This semester, the film production fee generated \$2912, but the program is growing. There were 92 BA and AA degree seekers in this program in the fall of 2016. This semester, there are 134 students earning those two degrees. Some lower level film production course are also taken by CMS majors (152) and FILM (44) and CMS (115) minors. Thus the equipment gets a significant amount of use. Film production courses utilize both film and computer equipment. This fee is needed to cover the ever-increasing cost of hardware and software repair, equipment replacement, and purchases..

#### **Description of how the fee revenue will be spent (be as specific as possible).**

The courses are technology-intensive in that all Film Production, of necessity, requires equipment that parallels or, where possible, meets the industry standards. That equipment must be kept in good operating condition for students to use it. A portion of the money will be used for the repair of existing film equipment each year. Repairing damaged filmmaking equipment is a significant annual expense that impacts the cameras, light kits, lighting accessories, sound kits, etc. that students can check out and use during class time. Tripod legs must be repaired. Tripod spreaders and bags for transporting them safely to film sets must be replaced. Camera lenses are routinely cracked, scratched, and damaged by student use. Lens caps are often lost. Camera bodies must be replaced or repaired to ensure correct operation. The lamps of professional lighting instruments must be replaced when they reach the end of their useful lives. Microphone circuitry can become damaged during routine use and must be repaired or replaced. In short, a portion of the equipment used in our production courses will be damaged each year as part of the normal use by students despite serious training in the safe and best use of that equipment.

We also frequently need to repair and/or replace computers in our design lab. These computers are high-performance machines used to teach students to edit films, design motion graphics, composite, and create special effects using Ultra HD resolution video. Due to their special use, they are quite expensive. This fund will be used to repair and occasionally replace these computers to keep them functional for our students.

This course fee will be used each year to increase the number of cameras, tripods, lighting kits, and sound equipment available to our students. Gradually increasing our inventory of cameras and other equipment will allow more students hands-on experience in class and more equipment for students to check out to be used outside the classroom for class projects. The fee would allow the purchase of one additional major piece of equipment each year, as needed, in addition to repairs or accessories for our current equipment. Our current 4k resolution video cameras, with a price tag of over \$3,000 each, are a prime example of how the funding could be used. We will be able to purchase either a camera, a light kit, a sound kit, or other major accessory as needed each year to improve student learning in our courses. These fees will improve the quantity of film-making equipment available to our students, enhance the quality of their education experience, and provide them with the necessary tools compete for jobs in the current marketplace.

Up-to-date, industry-standard, software is essential for any Film Production program. This fee will permit the annual purchase of software packages for screen writing, budgeting and scheduling, storyboarding, and more. Though we are provided with a USG site license for our Adobe Creative Cloud software, it is important to expose students to range of software tools such as Final Cut Pro X, Avid, and DaVinci software as well. The course fee will enable us to keep the most current software up to date in our design lab.

Here is an example of how the fees will be used each year:

- Equipment repair and part replacement: \$1,000-\$1,200 (repair for tripods, cameras, light kits, sound kits and accessories)

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- Hardware/software purchase: \$3000-\$4,000 (roughly one camera, light kit, computer each year)
- External hard drive and SD cards for introductory students: \$2,000 per year

So far this year, the fee has been used to purchase

This semester, for example, the Film Production major has requested the following types of equipment:

- Lighting equipment and accessories for lighting and production courses
- Tripods
- Replacement bulbs and stands for lighting equipment
- Replacement cases for audio equipment

#### **Justify why the program's department/college budget cannot support these expenditures.**

The normal operating budget of the Department of Visual and Performing Arts does not have the ongoing financial resources to support the repair and purchase of new hardware and software each year. The ongoing costs of repair, replacement, and purchase of new equipment are not sustainable for the department's budget year to year.

#### **Describe the benefit this revenue will provide to the students paying for it.**

This proposed course fee will help the Film Production program in supporting the University System of Georgia Strategic Plan, Strategic Imperative I: Quality of Learning: The USG is committed to maintaining and improving the quality and diversity of academic programs, teaching, and learning opportunities. The students in the Film Production major will directly experience the benefits of this new course fee. In class, students will have access to more equipment, allowing them additional hands-on experience, a crucial component for developing the knowledge and skills necessary for creating films. Students will have expanded access to equipment they can check out to increase their learning outside of class time and to create professional looking projects which will help them learn and improve their chances of finding jobs. Students will have continued access to computers with the necessary power to edit Ultra HD video. The fee will include purchase of an external hard drive and high-speed SD card that will be provided to students to use in the introductory courses for the major. Most of all, students will experience and use all equipment with the assurance that it is in good repair and that their preparation and time are well spent for each project.

#### **If your request is denied describe what impact this will have on your program.**

If this request is denied, it will significantly impact the ability to provide the necessary tools for our Film Production students' education. Neither our department, nor our College of Arts and Sciences budgets, can provide an annual resource for the maintenance, repair, and purchase of our film production hardware, software, and films. With our new program growing quickly after a speedy and timely approval by the BOR (our program increased 45% from last year to this), we need the ability to offer our students reliable, functional, and educationally critical equipment. We also owe them the opportunity to deepen their learning through frequent access to equipment and films and this can only be accomplished through additional funding. In short, without a fund to repair, maintain, and purchase additional equipment, our students will not have the materials they need for a proper Film Production education and this will slow their ability to make progress toward their degrees.

#### **If you require other fees to support the same program(s) where these particular fees are applied, you will need to describe those other fees and indicate the total cost to the students in those programs.**

We also have in place a \$15 course fee to support film studies courses.