**Special Course and Academic Program Fees Committee Recommendations Summary 2021**

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| **Fee Name** | **Committee Review Notes FY21** | **FY21 Amount Reviewed**  **And future collections** |
| **Applied Music Course Fee** | Fifteen percent of the revenue was left unused. The committee unanimously agreed that the fee should remain unchanged, but urges the budget manager to find ways to spend a higher percentage of the revenue to support the applied music courses. No appeal or modifications to the fee review are required. | $30.00/Course  No change in FY22 and FY23 |
| Film Production course Fee | The budget appeared to be managed well. Six percent of the revenue remained, but the committee expects the budget manager to have some residual. Since it is less than 10% there is no concern. The committee unanimously agreed that the fee should remain unchanged. No appeal is required, but the review sheet needs to be modified since it listed the wrong fee name on the cover page. | $32/course  No change in FY22 and FY23 |
| Film Studies course Fee | The budget appeared to be managed well. Seven percent of the revenue remained, but the committee expects the budget manager to have some residual. Since it is less than 10% there is no concern. The committee unanimously agreed that the fee should remain unchanged. No appeal or modifications to the fee review are required. | $15/course  No change in FY22 and FY23 |
| **Dental Hygiene Lab fee** | Twenty percent of the revenue was left unused. When more than 10% of the revenue remains unused it creates concerns that the fee is either too high (collecting to much revenue from the students) or is not managed appropriately. The fee was eliminated starting in FY22 due to similar issues in the past. The new budget manager for this fee stated that the fee will remain discontinued at this time. | $15.00/Course FY21  $0.00/Course FY22 and FY23 |
| **HFMG Lab Fee and**  **HFMG Liability Fee** | Forty Eight percent of the revenue from lab fees and liability was left unused which is a major concern. The fee manager explained that there was confusion about the amount of revenue collected in the spring. He also explained that due to the pandemic the labs changed so there were differences in supplies needed which could not be purchased on time before the fiscal spend deadlines. The committee feels that the budget manager should be warned about leaving more than 10% of the collected revenue unspent. If significant revenue continues to be left unspent in the future then the fee charged to the students may be reduced. The committee unanimously agreed that the fee should remain unchanged. No appeal or modifications to the fee review are required. | $35.00/Lab Course  No change in FY22 and FY23  $21.75/course  Fee changes with agreed amount each spring. |
| **Nursing Program fee review** | The committee members were concerned that the budget manager did not include the memo that is a required part of the fee review submission and did not include a detailed ledger history report (only a summary report). In the future these items should be included. One committee member nicely ran the reports for them for this year. The fee was managed well. Less than 1% of the revenue remained unspent or unencumbered. The committee unanimously agreed that the fee should remain unchanged. | $283/semester  No change for FY 22; Must re-apply for FY23 per USG |
| **Nursing Program fee Application** | The committee unanimously agreed that the fee should remain unchanged. Once the USG sends the instructions for submitting applications for USG review the budget manager may be asked to format their current application to meet the USG guidelines if they differ from our current format. | Recommend approval of $283/semester in FY23 pending USG approval. |
| FNP Program fee | Since FY20, this fee is no longer collected from students due to the fact that there was an unusual amount of revenue that was not spent. This fee is different than most program and course fees in that it rolls over each fiscal year given the nature of the program and how the fee is collected. Sufficient revenue exists in the budget to cover expenses of the program through FY2024. As this revenue is spent the budget manager will be required to submit a fee review. In FY21 there were no expenses charged to this fee account so a review was not required. If expenses are charged in FY22 a review will be required. | $0.00 since FY20, but fee rolls over |
| Biology Lab Fee | The amount of revenue remaining was $2,858, but $3,264 of that remaining revenue is currently encumbered and will be spent. The budget manager overspent the account by less than 1% and did an excellent job managing the budget. The committee unanimously agreed that the fee should remain unchanged. No appeal or modifications to the fee review are required. | $35.00/lab course  No change in FY22 and FY23 |
| Chemistry & Physics Lab Fee | The amount of revenue remaining was $2,142, but $2,267 of that remaining revenue is currently encumbered and will be spent. The budget manager overspent the account by less than 1% and did an excellent job managing the budget.  The committee noted that there were some items on the ledger history that appeared to be items that were transferred to the fees account and no explanation of this unusual circumstance was included in the memo. After requesting an explanation the budget manager included an explanation that these items were incorrectly allocated to the wrong department and moved to the fees budget (correct department). The budget manager included details about what was transferred over and those are found on the last 4 pages of the report.  The committee unanimously agreed that the fee should remain unchanged and requires no appeal. | $35.00/course lab course  No change in FY22 and FY23 |