

**FEE ADVISORY COMMITTEE
MINUTES
September 18, 2007**

Members Present

Whitney Diver
Tim Wandling
Joel Metzger
Maureen Buckley
J.C. Abajian
Tristan Kelley

Associated Students President
Faculty Chair, Academic Senate
Associated Students Senator, Social Sciences
Academic Senate Student Affairs Committee Liaison
Student-at-Large
Associated Students V.P. of Finance

Members Absent

Katie McCormick
(Note: Associated Students Inc. appointment of a fifth student member is pending)

Staff Representative

Staff Present

Katie Pierce, Co-Chair

Committee Staff, AVP for Academic Resources

Meeting Agenda

- I. Introductions
- II. Review Pertinent Executive Orders & SSU Polices
- III. Review IRA Guidelines & Program Funding Status
- IV. Confirm Fall Meeting Schedule
- V. Status Report- Course Fees Recommended Sp '07

MATERIALS DISTRIBUTED

Agenda
Binders Containing: SSU Course Fee Policy, Fall 2007 Fee Schedule, SSU F.A.C. Policy Regarding Fee Referendum, Policy Regarding Eligibility for IRA Funding, Policy for Defining Program as IRA, '07-'08 IRA Eligible Programs, '07-'08 IRA Funding Worksheet, Guidelines for FAC Meetings, CSU Student Fee Policy, Executive Order 740

Katie Pierce convened the meeting at 8:07. A quorum was present. It was noted that appointment of a fifth student member is still pending at Associated Students.

I. Introductions - Members introduced themselves.

Since two members announced the need to leave by 5:00p.m to meet other commitments, Katie Pierce moved to discussion of Agenda Item IV.

- IV. Confirmation of Fall Meeting Schedule - Standing commitments of at least two members of the committee will make it necessary to adjourn by 4:55 or proceed without those members. All members present can accommodate a 3:45 starting time (rather than 4:00), so it was agreed to change the meeting times to 3:45 – 4:50p.m. It was noted that a prompt start will be needed in order to shorten the

meeting time. Dates confirmed for the fall semester are October 9, October 23, November 6, November 20, December 4, December 18.

For the spring semester members will try to reserve the Tuesday 3:45-5:00p.m. slot on their calendars so that the meeting time can remain the same.

- II. Review Pertinent Executive Orders & SSU Policies – Katie Pierce distributed binders containing the guiding Executive Orders, SSU policies and other documents of interest concerning the Fee Advisory Committee. She drew attention to Executive order 740 that describes the various categories of fees and levels of authority to implement, change or abolish them. Tim Wandling wondered if the FAC has actual decision making authority or is a recommending body. Katie clarified that the FAC reports to President Armiñana and makes recommendations to him but does not authorize action. Katie referred to Attachment 2 reviewing Category I Fees that require student referendum for changes. Then she drew attention to the Category III fees indicating that most of the fee proposals that come before the FAC are in that category. Katie referred to the course schedule excerpt (also in the binder) that lists mandatory fees, other fees and charges and specific course fees. J.C. Abajian questioned whether the WEPT fee listed, \$30, is correct, as she recalls a proposal from last year to increase the fee. Katie will look into it and, if there was an approved recommendation to increase the fee, she will alert appropriate university offices to have the listing corrected. Several members were unfamiliar with the FEPL (Faculty Evaluation of Prior Learning) and Tim provided an explanation of that program which includes a fee for portfolio evaluation.

III. Review IRA Guidelines & Program Funding Status - Katie then directed attention to the FAC's responsibilities regarding the IRA (Instructionally Related Activities) program. She pointed out documents in the binder, including California Education Code Section 89230 and SSU's Criteria for Defining a Program as an Instructionally Related Activity. She explained that IRA activities are subject to a two-step process to obtain initial funding. First programs apply for eligibility and are evaluated by the committee according to the criteria. Katie pointed out a list of currently eligible programs clarifying that not all of them are funded. In reviewing the list, Tim suggested that the list be updated to reflect a new advisor for the Queer Lecture Series since Nan Alamilla-Boyd, the advisor listed, has left SSU. Katie next referred to the document titled IRA funding Worksheet for 2007-2008; however, the document appeared to display the figures from the prior year 2006-2007. She used the sheet only to illustrate the format for tracking the funds requested, recommended and approved by the President. She will provide the up-to-date 2007-2008 awards listing at the next meeting. Tristan Kelly suggested using a color-coded format he preferred from previous years.

The Committee requested that Katie provide the matrix displaying mandatory fees at all CSU campuses if it is available again this year.

V. Status Report – Course Fees Recommended Sp'07 - During the discussion of Fall' 07 fees Katie reported the following: The request to implement a course fee for Nursing 480 was denied by the Chancellors Office. The request to implement a Judicial Fee was also denied. The C.O. determined the fee to be punitive in nature and thus not allowed. Members wondered about the C.O.s rationale so Katie will share the C.O.s letters with the Committee at the next meeting. Katie reported that she had not yet heard, but is following-up, about the request to implement several course fees in Chemistry.

Katie also mentioned that the Committee will be hearing from Ryan Hammes, Director of the Student Recreation Center, regarding the proposal for a Ropes Course.

The meeting adjourned at 5:00 p.m.

Respectfully Submitted,
Katie Pierce, Chair
Assoc. Vice President for Academic Resources