

**FEE ADVISORY COMMITTEE  
MINUTES  
October 24, 2003**

Members Present:

Jason Spencer, Co-Chair	Associated Students Representative
Ethan Lamoureux	Associated Students Representative
Kendra Hooper	Associated Students Representative
Brittany Davison	Associated Students Representative
Cheryl Moore	Staff Representative
Catherine Nelson	Chair of Academic Senate
Brigitte Lahme	Senate Student Affairs Comm. Representative

Members Absent:

Amy Wingfield	Associated Students Representative
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Staff Present:

Katie Pierce, Co-Chair	Committee Staff, AVP for Academic Resources
Kelly K. Mackura	Staff Support, Administrative Assistant

Staff Absent:

Larry Furukawa-Schlereth	Committee Staff, VP for Administration & Finance
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**MATERIALS DISTRIBUTED**

In the Packet for October 24, 2003 (distributed in email):

- Agenda
- Minutes of October 10, 2003 meeting
- Heritage Month Lecture Proposal
- Hutchins Summary Proposal for Course Fees

At the Meeting:

- Dept. of Modern Languages & Literature Proficiency Test Fee

**MEETING AGENDA**

- I. Approval of October 10<sup>th</sup> minutes
- II. Proposal for Course Fees-Hutchins School (time certain 2:15pm)
- III. Proposal for Proficiency Test Fee (time certain 2:40pm)
- IV. IRA proposal for Heritage Month Lecture Series (time certain 3:00pm)
- V. Adjourn

Jason Spencer, Co-Chair, convened the meeting at 2:12 p.m.

**Action taken:** Jason Spencer announced Associated Students confirmation of Amy Wingfield's appointment to the Fee Advisory Committee (FAC). With her appointment he FAC roster is complete.

I. **Approve minutes of October 10, 2003**

It was **Moved, Second, and Passed** (unanimously) to adopt the minutes of October 10, 2003 with grammatical and spelling corrections.

II. **Proposal of Course Fees - Hutchins School**

Professor Deborah Hammond presented her course fee proposal to the FAC committee. In detail, she explained the reasons for course fees to LIBS 101, 102, 201, 202; to provide the students with transportation on field trips (bus, ferry, etc.) and to cover entrance fees to institutions visited during field trips.

Spencer shared insight he gathered from Brad Mumaw, the Arts & Humanities Student Advisory Committee (SAC) Chair, to the committee. There is overwhelming support from the SAC for the proposed course fee. SAC felt that covering expenses through a course fee would address safety concerns and increase structure and organization of the trips.

**Action taken:** It was **Moved, Second, and Passed** (unanimously) to recommend the course fees up to \$70 per semester to be applied to LIBS 101, 102, 201, and 202.

Recognizing that trip costs may vary, the fee will be determined each semester at an amount sufficient to cover expenses

III. **Proposal for Proficiency Test Fee**

Professor Suzanne Toczyski presented a proposal to implement the Foreign Language Proficiency Test fee. Creating, administering, and grading the test requires faculty time in addition to regular teaching and administrative duties. Toczyski requested that a fee of \$50 be implemented for the proficiency exam to cover the cost to administer exams and to provide support for faculty time and efforts as well as supplies. Language proficiency is currently a requirement for International Business majors and some English majors. According to Toczyski's internet research, the other options students have to test their language proficiency is from the German Institute for the German language and on the Web for \$30-\$50 for the French language. The Foreign Language Proficiency Test fee would not be connected to any courses, nor would it be applied to Language majors.

**Action taken:** It was **Moved, Second, and Passed** (unanimously) to recommend approval of a \$50 Foreign Language Proficiency Test fee.

VI. **IRA Proposal for Heritage Month Lecture Series**

Darius Spearman represented his IRA proposal for the Heritage Month Lecture Series with the recommendations of last year's FAC committee's request.

Responding to last year's FAC committee, Spearman has spent the last few months collaborating with representatives from the Library, American Cultural Studies, School of Social Science, Hutchins School, and Student Activities Center.

Spearman is pleased to report the enthusiasm of the collaboration across campus in relation to the lecture series. Suggestions were made to interconnect the guest lecture/artist with visual displays in the library/other public places, and with course work/readings.

**Action taken:** It was **Moved, Second, and Passed** (unanimously) to recommend \$50,000 in IRA funding for the Heritage Month Lecture Series. The Heritage Lecture Series is to present 4-6 lectures, featuring, but not limited to, acclaimed speakers on topics related to SSU curriculum, diversity, and Heritage Month goals. Lecturers and any associated activities are to be free to SSU students

V. **Adjourn**

Pierce adjourned the meeting at 3:36 pm

Respectfully Submitted,  
Kelly K. Mackura, Support Staff to FAC