

MEMORANDUM

California State University, San Bernardino
5500 University Parkway, San Bernardino, CA 92407

DATE: 7/28/2020

TO: Deputy Provost and Vice Provost
Academic Programs

FROM:

SUBJECT: MISCELLANEOUS COURSE FEE REQUEST

I am attaching the Miscellaneous Course Fee Request for:

If this request is approved, I would like the fee(s) or fee adjustment effective:

Attachments: I. Miscellaneous Course Fee Request
II. Itemized List
III. Fee Compliance Certification

Justification (include a justification for the exceptional instructional materials, services or use of an off campus facility that necessitate this fee or fee adjustment). Be sure to address the following:

- a. The purpose of the fee (Is this fee for a new requirement or an existing requirement that has been funded by other means?);
- b. Why it should be charged or adjusted and the consequences of not doing so; and
- c. What other sources of revenue have been considered.

The purpose of this course fee for EREH 6624 is to cover the cost of exceptional instructional services required in order to train Rehabilitation Counseling graduate students in the use and interpretation of standardized assessment tools (an accreditation requirement) and will provide materials that would otherwise be unavailable to students, and will allow students to meet the educational objectives of this course.

The proposal is to charge a \$50 course fee per student for the required assessment tools. The costs of these assessment tools had been covered by a federal training grant, which is no longer available to the program. The College of Education and the Department of Special Education, Rehabilitation and Counseling cannot bear the costs of these assessments on an annual basis. No other sources of revenue are apparent to meet this need.

CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO

Miscellaneous Course Fee Request

(Charge for exceptional materials, services, or use of an off-campus facility)

To be completed when requesting to initiate or change miscellaneous course fees and submitted along with the cover memo to the Associate Provost for Academic Programs through the Academic Scheduling Office

Action Requested: Establish Delete Modify Current Fee Level - From: _____ To: _____
 Effective _____

COURSE NUMBER: EREH 6624 COURSE TITLE: Assessment, Research & Program Eval Amount: \$50.00 Date: 7/27/20
 Group of courses: _____

Students may be charged for exceptional materials, services, or use of off-campus facilities used in concert with the basic complement of supplies needed for state-supported instruction. These miscellaneous course fees should provide materials or services that have a tangible benefit to students.

Courses which involve miscellaneous course fees must be identified in the university Bulletin and the amount stated in the Schedule of Classes. Funds received from miscellaneous course fees must be deposited into campus local trust accounts and expended only for the purposes approved.

I. Exceptional Instructional Materials and Services:

1. The fee supplements the basic complement of classroom and laboratory instruction by providing exceptional instructional materials and services that would otherwise be unavailable to students, and which allow students to better meet the education objectives of the course(s) to which it applies.

Does this fee meet this criterion? Yes No

2. The fee can be no greater than the actual costs (may be calculated on a pro rata basis) of the materials or services involved.

Does this fee meet this criterion? Yes No

3. The exceptional materials or services for which the fee will be charged cannot be funded through marginal cost dollars, state university fee revenue, or permanent base budget allocations.

Does this fee meet this criterion? Yes No

Fee Calculation:

for Section I based on annual cost (Complete Attachment II):

<u>Item</u>	<u>Current Cost*</u>	<u>Projected Cost</u>	
		<u>Year 1</u>	<u>Year 2</u>
Exceptional Materials	\$ _____	\$1,000 _____	\$1,000 _____
Services	\$ _____	\$ _____	\$ _____
Off Campus use of facilities or equipment	\$ _____	\$ _____	\$ _____
1. Total Cost (expenditures)	\$ _____	\$1,000 _____	\$1,000 _____
2. # of Users per year	_____	20 _____	20 _____
3. Cost Per User (Line 1 Divided by Line 2)	\$ _____	\$50 _____	\$50 _____
4. Requested Fee Level	_____	\$50 _____	\$50 _____
5. Current Fee Level	\$ _____	\$0 _____	\$0 _____
6. Increase or Decrease	_____	\$ _____	\$ _____
7. Total Revenue from Fees	\$ _____	\$1,000 _____	\$1,000 _____
8. Non Course Fee Revenue to defray costs in line 1	(Line 2 x Line 5) \$ _____	(Line 2 x line 4) \$ _____	\$ _____

Explain sources of non-course fee revenue: Department of Special Education, Rehabilitation & Counseling budget would be needed to cover costs of assessment tools. The course fee will cover purchasing assessment tools for the Assessment course offered 1x/year. This course is an accreditation requirement for students in the Rehab Counseling master's degree. A grant covered the costs in the past but is no longer available to the program.

Miscellaneous Course Fee Request (continued)

NOTE: Complete Section II or III for FIELD TRIPS OR OFF CAMPUS FACILITIES/EQUIPMENT Fees
 COURSE NUMBER: EREH 6624 ___ COURSE TITLE: Assessment, Research and Program Eval ___

II. Field Trips or Other Off-Campus Use of Facilities and Equipment:

Students may be charged for certain costs involved with the conduct of field trips or other off-campus travel. The following are the only such costs that may be required of students:

- N/A
- A. Expenses incidental to field trips such as meals, lodging and other personal expenses.
 - B. Entrance fees to shows and exhibits, etc.
 - C. Actual or pro rata transportation costs, including a vehicle and/or equipment and materials used on the trip.

Does this fee meet this criterion? ___ Yes ___ No

III. Use of non-state supported or off campus facilities and equipment:

This charge is designed to apply particularly to courses with field trips or with instruction in non-state facilities.

- N/A
- 1. The charge must be associated with a course taught by a campus faculty member at a non-state supported or off-campus facility and/or utilizing rented equipment.
 - 2. The charge must not exceed actual costs of the students' use of the facility or equipment but may be calculated on a pro rata basis. (Actual cost is defined as the fee charged to the campus.)
 - 3. No portion of the charge may be associated with costs of providing a qualified instructor for the course.

Does this fee meet these criteria? ___ Yes ___ No

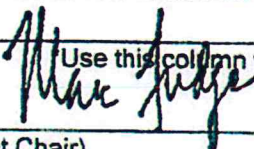
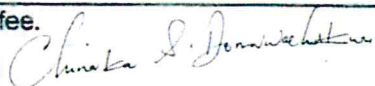
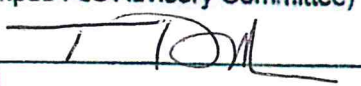
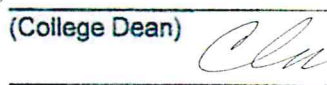

FEE CALCULATION:

for Section II or III above based on annual cost (Complete ATTACHMENT II):

Item	Current Cost*	Projected Cost		(Academic Year)
		Year 1	Year 2	
Field Trip(s), Including Travel Costs	\$ _____	\$ _____	\$ _____	
Off-Campus Facilities Use	\$ _____	\$ _____	\$ _____	
Off Campus Equipment and Materials Use	\$ _____	\$ _____	\$ _____	
Other (specify) _____	\$ _____	\$ _____	\$ _____	
1. Total Cost (expenditures)	\$ _____	\$ _____	\$ _____	
2. # of Users per year	_____	_____	_____	
3. Cost Per User (Line 1 divided by Line 2)	\$ _____	\$ _____	\$ _____	
4. Requested Fee Level	_____	\$ _____	\$ _____	
5. Current Fee Level	\$ _____	\$ _____	\$ _____	
6. Increase or Decrease	_____	\$ _____	\$ _____	
7. Total Revenue from Fees	\$ _____	\$ _____	\$ _____	
8. Non Course Fee Revenue to defray costs in line 1	(Line 2 times Line 5) \$ _____	(Line 2 times line 4) \$ _____	\$ _____	

Explain sources of non course fee revenue _____

Use this column when there is an existing fee.

	7/29/20		07/30/20
(Department Chair)	(Date) Feb 15, 2021	(College Dean)	(Date) 8/3/2020
	(Date)		(Date)
(Chair, Campus Fee Advisory Committee)	(Date)	(Deputy Provost and Vice Provost, Academic Programs)	(Date)
(President)	(Date)		Aug 11, 2021 Aug 11, 2021

Approved by the Chancellor if required under E.O. 1102 (amounts greater than \$150)

ITEMIZED LIST

1. List Exceptional Instructional Materials (general categories, including representative examples)

Description	Current Annual Cost Academic Year: _____	Projected Annual Cost	
		<u>Year 1</u>	<u>Year 2</u>
	Academic Year	2021-22	2022-23
		Year 1	Year 2
Strong Interest Inventory Profile Report, College Edition & MBTI Career Report	\$18.95/ea x 20	\$379	\$379
MBTI Interpretative Report (Form M/Step I)	\$19.95/ea x 20	\$399	\$399
COPS System Assessments	\$9.25/ea x 20	\$185	\$185

Total: \$ _____ \$ 963 _____ \$ 963 _____

2. List Services (general categories, including representative examples)

Description	Current Annual Cost Academic Year: _____	Projected Annual Cost	
		<u>Year 1</u>	<u>Year 2</u>

N/A

Total: \$ _____ \$ _____ \$ _____

3. List Off-Campus Facility, Equipment and Materials Use, including Field Trip Costs (general categories, including representative examples)

Description	Current Annual Cost Academic Year: _____	Projected Annual Cost	
		<u>Year 1</u>	<u>Year 2</u>

N/A

Total: \$ _____ \$ _____ \$ _____