

MINUTES  
KU SCHOOL OF BUSINESS  
DEAN'S ADVISORY COURSE FEES COMMITTEE MEETING  
Thursday, April 23, 2015 9:00 AM  
122 Summerfield

I. Course fees policy draft review and proposed updates

a. Suggested updates to the Course Fees Committee roster

In order to better serve the purpose of the Committee, positions on the committee will be filled by a mixture of administrative heads of the school (Dean, Associate Dean(s), Head of Finance, etc.) and appointed members that are selected by various elected committees and programs within the School such as the FAC, MBAA, UBC, MBA, Edwards campus programs, etc.. The restructuring of the committee membership results in a fewer members on the Committee, and eliminates the PhD representative.

Action: After discussion and consideration by the Committee, PhD students will continue to hold a seat on the Committee to provide insight, continuity in student involvement and knowledge, and as a bridge between students and faculty; the final policy draft will be amended to indicate this change.

b. Suggested updates to how often the Committee meets

The Committee currently meets twice a year, but due to the nature of the University's administrative process, course fee changes can only be implemented once a year. Therefore, the Committee only needs to meet once a year in early fall in order to finalize and submit any planned changes. The early fall was chosen as the time that coincides with the University's administrative calendar. Additionally, plans are in the works to implement a website that will be updated regularly to reflect current course fees information.

Action: After discussion and consideration by the Committee, any member may call a meeting during the year as needed, and orientation meetings will be held in the spring in order to bring any incoming members up to date. The Dean's office will contact the student representatives to orient new members to the Committee; the final policy draft will be amended to indicate this change.

c. Suggested updates to member term lengths

Membership terms for appointed members of the Committee will no longer be limited to one year with an option to continue for second year; this change allows for longer membership terms, continuity within the Committee, and creates an opportunity for student members to gain greater professional experience.

Action: After discussion and consideration by the Committee, language will be added to the policy that reminds the various electing parties to consider the importance of continuity in membership when choosing their committee representatives

- d. Suggested updates on the process of recommending and approving changes in course fee rates  
Rates are set to increase yearly, the Committee may recommend that the course fee amount for the next year be adjusted.

Action: After discussion and consideration by the Committee, language will be added to the policy to clarify the process for recommending and approving a change in course fee rates. Wording will be included to indicate all reports and information that will be reviewed prior to the Committee implementing any changes in the course fee rates for the next year, including but not limited to the Dean's recommendation. Additionally, language will be added to indicate the Committee may *confirm* the predetermined course fee rates for the next year, in addition to their ability to recommend adjustments. Last, language will be added to clarify that though the Committee may agree to and recommend confirming or adjusting course fee rates, the final decision rests with the KU Budget Office.

- e. Suggested updates to the Committee's purpose and abilities  
While the final course fee rates are determined by the KU Budget Office, expenditures are controlled at the school level. After due consideration, the Committee can recommend changes in the expenditure of course fees within the school as need.

Action: After discussion and consideration by the Committee, language will be added to the policy to clarify that after due consideration, the Committee may recommend changes to not only the categories of approved course fee uses (advising, scholarships, etc.) adding or removing categories as needed, but the Committee can also recommend changes to the percentage of course fees allotted to existing and new categories as needed. Additionally, language will be inserted into the policy to clarify that while the Committee may recommend certain changes in expenditure categories and allotment percentages, the final decision rests with the Dean.

- f. Other suggested updates  
Action: After discussion and consideration by the Committee, wording will be added to indicate the Committee's consideration of affordability when reviewing course fees.

## II. Course fees financial report review

- a. Review of the past year's course fees  
The financial report has been reformatted to clarify the expenditures of course fees for the Committee's review.

Our Course Fees revenue had increased as our student credit hours have increased. With the hold on the amount paid for course fees that we implanted in

place for 2015-2016, we will see if the increase continues. Additionally, the course fees may be frozen for a second year by the State; the State's decision is pending. Our spending has decreased, but keep in mind that the budget at all levels of the University is a living entity that is constantly adjusted throughout the year. So, projected amounts of income and expenditures seldom equal the end of year amounts.

Q. Has our spending decreased to the level that we may lose funding and need to cut items from the budget in response?

A. No. Yet, we do need to keep in mind the changes that could occur in the School's spending. As one example: when the Business School admits University Scholars, the School takes on the expense of their tuition at the point that they join the program. University Scholars have their tuition paid by the University, a cost that is passed on to the school that the scholar joins. The Business School has a large number of University Scholars at all grade levels. Additionally, the school admits quite a few freshman University Scholars, which means the School takes on the cost for their tuition from the beginning. So as the School continues to grow both the income and spending will fluctuate.

Q. Does the School keep the remaining balance from the overall budget from last year?

A. Yes, any remaining balance stays with the School and is redistributed as part of the new academic year's budget.

Q. Course fees are used to fund new faculty?

A. Partially, the University gives the School an amount that is used for new Faculty salaries as well as some amounts of salaries for new faculty coming from course fees.

Q. The School of Business course fees are greater than the amount paid by students at other schools?

A. Yes, this is one reason that we implanted the freeze of the course fee rates for the coming year. Keep in mind, the School's higher course fee results in a number of benefits for Business School Students. Course fees allow us to offer a greater number of scholarships for Business School students. Additionally, while other schools use their course fees to fund their new buildings, no Business School course fees will be used to build the School's new home though course fees will be used to maintain the new facility. Additionally, other schools may receive a greater amounts from grant funding that off sets some of their expenditures that at the Business School are covered by course fees, such as student hourly wages. The concern over the high cost of course fees is one of the reason the School hires from within the business student population for student hourly positions.

b. Changes to the spreadsheet?

Action: After discussion and consideration by the Committee, an additional note for non-course fees expenditures would be added for comparison, KUEA will be removed from the first section, and KUCR information will be separated from the KUEA amount.

### III. Follow Up

- a. Efforts should be made by members to educate interested students in the purpose and use of their course fees. One method may be to include information that illustrates the connections between the course fees that Business School students pay and the benefits they reap from the course fees; this information could be included with the other course fees information to be made available on the School's website.
- b. Approval vote for policy draft  
The revised policy will be sent to all members for approval along with a copy of this meeting's minutes.