

**Minutes**  
**Dean's Advisory Course Fee Meeting**  
**Friday - November 2, 2018**

**Attendance:** Dean Paige Fields, Jeff Gentry, Mike Colteryahn, Jennifer Hanson, Jill Ellingson, Matt Deeg, Valery Villarroel, Allen Ford, Jordan Yochim, Caroline Wheeler, Chris Anderson, Michaela Steutermann, Jeff Gentry (phone), Mike Colteryahn (phone)

**Absent:** Kyle Brady

**1. Introductions**

**2. Brief background on purpose and implementation of course fees and purpose of the committee.** (Susan Scholz)

- Course fees introduced by Dean Fuerst after the proposal was approved by student vote. Fees allowed development of additional majors. Fees are used to directly benefit students. Most course fees go to hire faculty. Other uses are scholarships, assistants/GTAs, career services/advising, student activities.
- The course fee committee meets every year to review use of the funds and provide advice to the dean on future uses. The committee consists of student, faculty, and alumni representatives. It is an advisory committee, the Dean has final decision on how the funds are used.
- The course fee agreement allows course fees to increase with the higher education cost index, roughly 3-5% per year. An important task of the committee is to recommend whether or not to increase fees for the next academic year: 2019-20.

**3. Review and discussion of prior year's revenues and expenditures and plans for the future.** (Jennifer Hanson)

- Discussion of Course Fee Report as of June 30, 2018 – FYE 2018 (handout provided). Spending is largely consistent with prior years. Student wages increased because of more classes.
- Course fees also provide supplemental support to areas including career/student advising), student IT support, communications and events, and some centers. In addition they are used to send students to competitions and field trips, to support student clubs, the Jay Café; and the Business Writing Center staff.
- Dean Fields noted that due to the budget cut; student wages will be cut for next FY. Although the cut does not affect the course fees we receive, we have to shift course fees to cover faculty salaries. If we let faculty go, we couldn't provide the classes students need to graduate. The university budget model we are currently under which does not accommodate growth is not sustainable; the next budget model should allow us to grow and we can readjust course fee spending
- Fall 2018 student employed contracts are all confirmed, students will have jobs but may need to cut back on hours. The full force of the cut is expected Fall 2019; Graduate students already on contract will stay the same, Undergraduate students will slowly decline over the next 3 semesters; we need to encourage the Federal Work/Study Program (funds expanded for university as a whole for this program); SOB pays \$0.25/\$1

- i. Add Work/Study information to our videoboard – keep students, faculty/staff aware of this; must have FAFSA prior to applying for Federal W/S
  - Curriculum revision is planned for this year, including removing and adding courses, altering content, merging courses. The changes may affect total course fee collections.
  - Although more students = more fees, course fees cannot support growth without an increase base budget dollars. As a start, the school has been allocated funds for 10 new tenure/track faculty, who will not be hired with course fees.
4. Committee vote on whether or not to increase the fees (fees can increase with the Higher Education Price Index, typically 3-5%).
  - The Dean recommends no increase in fees for academic year 2019-20
  - All votes support the Dean's recommendation for no increase to fees
5. Susan will notify campus of our decision.
6. Reminder, this committee exists for the year. Your name will be listed as contact for your area/group on the website, and you may be called for additional meetings or input.

Minutes completed by: Stephani Boyd