

Special Course and Academic Program Fee

Application Form

Signature Page

Prepared By:

Vicky Stewart
Signature

Vicky Stewart
Printed Name

9/23/16
Date

The Chair/Associate Dean and Dean of the College requesting this fee must sign the signature page prior to review of this Application Form by the Special Course and Academic Fees Advisory Committee.

Chair/Associate Dean/Associate VPAA

College Dean (if applicable)

Signature Date

[Signature] 9/23/16
Signature Date

By signing you are indicating that you agree to this fee or a revised version of this fee.

Chair of the Special Course and Academic Fees Advisory Committee:

Michelle Furlong

DN: cn=Michelle Furlong, o=Clayton State University, ou=Biology,
email=mfurlong@clayton.edu, c=US
Date: 2016.10.24 13:39:46 -04'00'

Signature Date

Provost

[Signature]
Signature

12/31/16
Date

President

[Signature]
Signature

10-31-16
Date

After Approved by President Submit Form to Budget Office with any revisions made.

Fund	Department	Program	Class	Accounts
10600	0610210	11100	11000	700000

Committee Recommendations: The SCAPFA committee approved the Nursing Program fee for FY18 and we do not recommend any changes to it. While some revenue remained it was only 3% (\$3,29541) of the total revenue collected. However the fees remaining could be used for the nursing simulation supplies that are currently purchased with the HLTH 3202 fee (\$1,092.40) and the HLTH 3202 fee can be eliminated, which would save students some money.

Special Course and Academic Program Fee

Application Form

Date of Application: 9/23/16

College/Department: College of Health - School of Nursing

Fee Name: Nursing Program Fee

Choose one of the following:

- Newly proposed fee Existing fee that will change
(increase/decrease/eliminate) Reapplication of an existing fee
Indicate which situation applies that will not change, but requires
BOR approval.

Choose one:

- Academic Program Fee Supplemental Course Material or Laboratory Fee

Supplemental Course Material or Laboratory Fees (Only complete this section if you are proposing a course fee.):

List the courses for which this fee will apply:

Answer the following for all of the courses you listed above (collectively). So for example if you list 3 courses you will provide the projected annual enrollment for all 3 courses combined. To calculate annual revenue multiply the annual enrollment by the fee cost per student.

Projected Annual Enrollment: _____ Fee amount per student: _____ Annual Revenue: _____

Do all students in each of these courses have to pay the course fee? _____ (if not, explain who will pay the fee)

Academic Program Fees (Only complete this section if you are proposing a program fee.):

Which academic program will this fee support? Undergraduate Nursing Program

Answer the following for the program you listed above. Annual enrollment would be the number of students paying the fee in a given academic year. To calculate the annual revenue multiply the annual enrollment times the number of semesters the fee must be paid annually. IF the fee is paid only once upon acceptance into the program then annual enrollment would be the expected number of new students annually.

Projected Annual Enrollment: 390 Fee amount per student: \$283

How often will a given student have to pay the fee?

- Only once (when the student is accepted into the program) Each semester the student is enrolled in the program Once per year
Which semester? _____
Is summer term included? no

Annual Revenue: \$ 110,370

Do all students enrolled in this program have to pay the fee? yes (If not, explain who will pay the fee)

Special Course and Academic Program Fee

Application Form

Attach the following to this form:

- **A narrative justification for the fee. Make certain to include the following:**
 - **Description of how the fee revenue will be spent (be as specific as possible).**
 - Standardized Kaplan testing fees - \$250 per year per student
 - Nurse Pack containing small, personal nursing equipment - \$100 one-time fee per student
 - Malpractice Insurance - \$50 per year per student (Note: The malpractice fees are paid annually and because of timing of a student's admission, they may be required to pay this annual fee twice or three times. We have averaged the malpractice fee to make up for the variation).
 - Partial funding of simulation/laboratory equipment – approximately \$ 57,600 total per year
 - Partial payment of equipment warranties
 - Replacement of Laboratory Supplies as needed.
 - **Justify why the program's department/college budget cannot support these expenditures.**

Allocated budgets for the School of Nursing were developed prior to the implementation of the nursing simulation lab; therefore, our nursing program state allocated budget doesn't address expenses associated with running a high fidelity simulation lab. In addition, we have incurred budget cuts for this next fiscal year. School of Nursing Budget is insufficient to cover the cost of standardize testing for students required to prepare them to take State Board Exams.
 - **Describe the benefit this revenue will provide to the students who are paying it.**

These fees allow our students experiential experiences such as high fidelity simulation and items needed to practice basic nursing skills in a safe environment prior to practicing on patients. Testing will allow the faculty members to evaluate our student's progress in the program and compare to other students nationally for success in passing state board examination.
 - **If your request is denied describe what impact this will have on your program.**

This would be very detrimental to the students and would not allow faculty to evaluate the effectiveness of teaching strategies used within the program and significantly disadvantage our student's readiness to take the State Board Examination.
 - **If you require other fees to support the same program(s) where these particular fees are applied, you will need to describe those other fees and indicate the total cost to the students in those programs.**

N/A

Special Course and Academic Program Fee

Application Form

Signature Page

Prepared By:



Signature

Dean A. Hock
Printed Name

9/20/16
Date

The Chair/Associate Dean and Dean of the College requesting this fee must sign the signature page prior to review of this Application Form by the Special Course and Academic Fees Advisory Committee.

Chair/Associate Dean/Associate VPAA


Signature

9/20/16
Date

College Dean (if applicable)


Signature

9-22-16
Date

By signing you are indicating that you agree to this fee or a revised version of this fee.

Chair of the Special Course and Academic Fees Advisory Committee:

Michelle Furlong

Digitally signed by Michelle Furlong
DN: cn=Michelle Furlong, o=Clayton State University, ou=Biology,
email=mfurlong@clayton.edu, c=US
Date: 2016.10.24 13:22:49 -04'00'

Signature

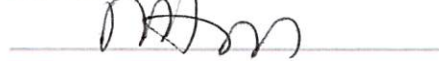
Date

Provost


Signature

10/31/16
Date

President


Signature

10-31-16
Date

After Approved by President Submit Form to Budget Office with any revisions made.

Fund	Department	Program	Class	Accounts

Committee Comments: The Teacher Education Internship Fee of \$100 was proposed last year to start this FY17. The committee approved it last year and will continue to approve it this year. Last year it was recommended that the proposal go to the BOR and it was approved by the BOR. This year the committee pointed out that we do not think this fee falls in that category of requiring BOR approval. The BOR policies state that travel to off-campus learning sites falls in the category of supplemental course material fee, which does not require BOR approval. We are recommending that this fee remain in place for FY18 and should NOT require BOR approval for FY18.

Special Course and Academic Program Fee

Application Form

Date of Application: September 21, 2016

College/Department: Teacher Education

Fee Name: Teacher Education Internship Fee

Choose one of the following:

- Newly proposed fee Existing fee that will change
(increase/decrease/eliminate) Reapplication of an existing fee
Indicate which situation applies that will not change

Choose one:

- Academic Program Fee Supplemental Course Material or Laboratory Fee

Supplemental Course Material or Laboratory Fees (Only complete this section if you are proposing a course fee.):

List the courses for which this fee will apply:

EDUC 4720: Middle Level Internship II
EDUC 4730: Secondary Internship
EDUC 5102 MAT Practicum

Answer the following for all of the courses you listed above (collectively). So for example if you list 3 courses you will provide the projected annual enrollment for all 3 courses combined. To calculate annual revenue multiply the annual enrollment by the fee cost per student.

Projected Annual Enrollment: 50 Fee amount per student: \$100 Annual Revenue: \$5,000

Do all students in each of these courses have to pay the course fee? YES (if not, explain who will pay the fee)

Academic Program Fees (Only complete this section if you are proposing a program fee.):

Which academic program will this fee support? _____

Answer the following for the program you listed above. Annual enrollment would be the number of students paying the fee in a given academic year. To calculate the annual revenue multiply the annual enrollment times the number of semesters the fee must be paid annually. IF the fee is paid only once upon acceptance into the program then annual enrollment would be the expected number of new students annually.

Projected Annual Enrollment: _____ Fee amount per student: _____

How often will a given student have to pay the fee?

- Only once (when the student is accepted into the program) Each semester the student is enrolled in the program Once per year
Is summer term included? _____ Which semester? _____

Annual Revenue: _____

Do all students enrolled in this program have to pay the fee? _____ (If not, explain who will pay the fee)

Special Course and Academic Program Fee

Application Form

This fee is attached to each Teacher Education student's internship course during the spring semester of his or her senior year field experience. We are requesting this fee to assist the department in paying for the travel costs incurred from having 8 fall classes and 16 spring classes that require faculty from Clayton State University to travel to local schools to observe and supervise our student teachers. The Department of Teacher Education receives a limited travel budget that pays for faculty travel to conferences and professional development activities. The remaining travel monies are not sufficient to pay the travel cost for faculty visit local schools at least three times per semester per student. It should be noted that the Department of Teacher Education is responsible for covering the cost of travel for its own faculty, as well as the travel costs for faculty from the various academic content areas who also supervise and observe student teachers during the spring semester.

Special Course and Academic Program Fee

Application Form

Date of Application: September 23rd, 2016

College/Department: Center for Instructional Development

Fee Name: Distance Learning Fee

Choose one of the following:

Newly proposed fee

Existing fee that will change
(increase/decrease/eliminate)
Indicate which situation applies

Reapplication of an existing fee
that will not change, but requires
BOR approval.

Choose one:

Academic Program Fee Supplemental Course Material or Laboratory Fee

Supplemental Course Material or Laboratory Fees (Only complete this section if you are proposing a course fee.):

List the courses for which this fee will apply:

Answer the following for all of the courses you listed above (collectively). So for example if you list 3 courses you will provide the projected annual enrollment for all 3 courses combined. To calculate annual revenue multiply the annual enrollment by the fee cost per student.

Projected Annual Enrollment: _____ Fee amount per student: _____ Annual Revenue: _____

Do all students in each of these courses have to pay the course fee? _____ (if not, explain who will pay the fee)

Academic Program Fees (Only complete this section if you are proposing a program fee.):

Which academic program will this fee support? Distance Learning

Answer the following for the program you listed above. Annual enrollment would be the number of students paying the fee in a given academic year. To calculate the annual revenue multiply the annual enrollment times the number of semesters the fee must be paid annually. IF the fee is paid only once upon acceptance into the program then annual enrollment would be the expected number of new students annually.

Projected Annual Enrollment: 4,700 Fee amount per student: \$35 (capped at \$105 per student per semester)

How often will a given student have to pay the fee?

Only once (when the student is accepted into the program)

Each semester the student is enrolled in the program
Is summer term included? Yes

Once per year
Which semester? _____

Annual Revenue: \$500,000

Do all students enrolled in this program have to pay the fee? Yes (If not, explain who will pay the fee)

Distance Learning Fee Application Narrative Justification

The fee revenue will be spent on personnel, software, equipment and training to improve the quality of our online courses, to maintain the systems used to deliver those courses, and to purchase tools and resources that fulfill federal government and SACSCOC requirements for online delivery. Some of the various items include (but are not limited to):

- Positions
 - Desire2Learn Administrator (salary/benefits).
 - Instructional Designer (salary/benefits).
 - Technical Support Specialist (salary/benefits).
 - Videographer (small salary stipend).
- Extra Compensation
 - Given to faculty for online course development and/or new online course initiatives.
- Software
 - GoAnimate (course development software).
 - SoftChalk (course development software).
 - Blackboard Collaborate (online web conferencing software).
 - Swank Digital Campus (online video streaming service).
 - Kanopy (online video streaming service).
 - Respondus Lockdown Browser and Monitor (online proctoring software).
 - Turnitin (plagiarism detection software).
 - SmarterMeasure (online student readiness software).
 - TechSmith Relay (lecture capture processing and storage software).
 - Camtasia Studio Licenses (lecture capture software).
 - Various software packages for the library which increase access to electronic content and research materials for students regardless of their physical location.
- Services
 - Tutor.com (online tutoring services).
 - Quality Matters institutional membership.
 - Various pieces of equipment for lecture recording (done by the campus videographer) for use in online courses.
- Travel
 - Travel costs for online course professional development for faculty and staff.
 - Quality Matters training to improve the overall quality of online courses as the university.

The Center for Instructional Development, CID, budget has only \$22,250 in the FY17 OS&E budget which is typically used for software/equipment purchases needed for faculty and staff in general and does not necessarily provide a direct benefit to online students. The online video streaming services alone would expend all OS&E funds in the CID budget for this fiscal year. There simply is not enough money allocated to the CID budget to absorb the costs needed to offer quality online courses.

Students benefit from this fee by having more engaging content in their online courses and benefit from being taught by faculty that have been trained in best ways to engage and teach students in an online environment. As mentioned above we are required to provide support services to students who are enrolled in distance education programs and do not have an on-campus presence. Online video streaming services are available for faculty to use to demonstrate a point or highlight a concept but those videos are also available to students independent of their online course and are available for leisure viewing. A lightboard, an innovative instructional technology tool, was built from Distance Learning Fee funds to provide a unique and innovative way for faculty to demonstrate a difficult problem or concept in an online course. Numerous e-books and online journal subscriptions are purchased for the library to allow students access to various electronic content and research materials to help them succeed in their courses even if they do not physically visit the library on campus.

The fee also supports the following staff positions:

- Desire2Learn Administrator: Ensures updates to D2L are implemented properly, courses are imported into D2L each term, ensures student/faculty accounts are created properly, manages the integrations between online textbook content and the D2L environment, and provides technical support to faculty and students who are taking courses in D2L.
- Instructional Designer: Works with faculty to develop and implement effective online teaching techniques as well as works one-on-one with them to develop online courses. This position also co-teaches the Academy for Online Course Development where faculty get immersive training and modeling of designing and effectively teaching an online course. This position also teaches various workshops in group settings to faculty throughout the year.
- Tech Support Specialist: This position manages the various technical systems used to by online faculty. We use TechSmith Relay as our streaming media platform and this position is primary administrator of that system and manages the server to ensure adequate up-time and trains faculty in its use. Furthermore, the position is primary administrator for Dot Net Nuke, our content management system, and trains faculty in its use in publishing their faculty webpages.
- Campus Videographer: Only a small salary stipend is paid from the Distance Learning Fee to support this position. Due to the amount of time this position works with faculty to develop online course content the salary is supplemented from this fee.

If the request is denied the level of quality available in our online courses will dramatically decrease. Nearly all of the software/services purchased for online students to engage students in their online learning will be phased out as the funds available to support them will disappear. Consultation support to assist faculty with technical difficulties and online course design and development would be greatly reduced. Any innovation in online learning that is currently taking place would stagnate as funds would not exist to allow us to experiment in online learning and provide research to the field. Furthermore, the number of online course offerings would be reduced and therefore, the number of adult learners in the process of completing their degrees would be severely impacted. Thus, a strategic goal for both Clayton State University and the University System of Georgia would not be met.

Special Course and Academic Program Fee

Application Form

Signature Page

Prepared By:

Victoria Foster
Signature

Victoria Foster
Printed Name

9-23-16
Date

The Chair/Associate Dean and Dean of the College requesting this fee must sign the signature page prior to review of this Application Form by the Special Course and Academic Fees Advisory Committee.

Chair/Associate Dean/Associate VPAA

College Dean (if applicable)

Signature Date

R. Schellberg 9/23/14
Signature Date

By signing you are indicating that you agree to this fee or a revised version of this fee.

Chair of the Special Course and Academic Fees Advisory Committee:

Michelle Furlong
Signature

Digitally signed by Michelle Furlong
DN: cn=Michelle Furlong, o=Clayton State University, ou=Biology,
email=mfurlong@clayton.edu, c=US
Date: 2016.10.24 13:58:19 -04'00'

Provost [Signature]
Signature

10/31/16
Date

President [Signature]
Signature

10-31-16
Date

After Approved by President Submit Form to Budget Office with any revisions made.

Fund	Department	Program	Class	Accounts

Committee Comments: The application was poorly prepared and did not address most of the required elements listed in the application form (the bullets). The name of the fee was left blank as well. The committee had a very difficult time reviewing the application and given that the fees were not spent appropriately last fiscal year the committee felt inclined to deny the fee for FY18. The budget manager is invited to appeal the SCAPFA decision. Appeals are due on 10/14/16 by 11:59 pm and the appeals meeting will take place on 10/21/16 in LDSC (new science building) room 151 starting at noon.

Special Course and Academic Program Fee

Application Form

Date of Application: 9/15/2016

College/Department: College of Health/School of Nursing

Fee Name: _____

Choose one of the following:

Newly proposed fee

Existing fee that will change
(increase/decrease/eliminate)
Indicate which situation applies

Reapplication of an existing fee
that will not change, but requires
BOR approval.

Choose one:

Academic Program Fee Supplemental Course Material or Laboratory Fee

Supplemental Course Material or Laboratory Fees (Only complete this section if you are proposing a course fee.):

List the courses for which this fee will apply:

NURS 6610
NURS 6620
NURS 6630
NURS 6640
NURS 6650
NURS 6680
NURS 6690

Answer the following for all of the courses you listed above (collectively). So for example if you list 3 courses you will provide the projected annual enrollment for all 3 courses combined. To calculate annual revenue multiply the annual enrollment by the fee cost per student.

Projected Annual Enrollment: 20 Fee amount per student: \$1029 Annual Revenue: \$20,580

Do all students in each of these courses have to pay the course fee? yes (if not, explain who will pay the fee)

Academic Program Fees (Only complete this section if you are proposing a program fee.):

Which academic program will this fee support? Family Nurse Practitioner

Answer the following for the program you listed above. Annual enrollment would be the number of students paying the fee in a given academic year. To calculate the annual revenue multiply the annual enrollment times the number of semesters the fee must be paid annually. IF the fee is paid only once upon acceptance into the program then annual enrollment would be the expected number of new students annually.

Projected Annual Enrollment: 20 Fee amount per student: \$1,029

How often will a given student have to pay the fee?

Only once (when the student is
accepted into the program)

Each semester the student is
enrolled in the program
Is summer term included? _____

Once per year
Which semester? _____

Annual Revenue: \$20,580

Do all students enrolled in this program have to pay the fee? yes (if not, explain who will pay the fee)

***Special Course and Academic Program Fee
Application Form***

Attach the following to this form:

- A narrative justification for the fee. Make certain to include the following:
 - Description of how the fee revenue will be spent (be as specific as possible).
 - Justify why the program's department/college budget cannot support these expenditures.
 - Describe the benefit this revenue will provide to the students who are paying it.
 - If your request is denied describe what impact this will have on your program.
 - If you require other fees to support the same program(s) where these particular fees are applied, you will need to describe those other fees and indicate the total cost to the students in those programs.

The fee will support FNP students through 7 clinical courses in the program. These items will enhance the student's learning experience and better prepare them to practice in the community. Due to the costs, the School of Nursing cannot afford to support these expenditures. These fees will cover:

- Typhon, a documentation system used by students to report patient encounters as well as for faculty to report evaluations of the students.
- Live human models that will also be used for students in Health Assessment to provide real life assessment experiences.
- Supplies, needed throughout the program. These monies will be used for warranties as well for equipment used by students in lab.
- Fitzgerald's review course, a course that will be done at the end of the program. We hope to use the company Fitzgerald as they have had great success in their consumers passing FNP certification.

Special Course and Academic Program Fee

Appeal Form

Signature Page

Prepared By:

Victoria Furlong
Signature

Victoria Foster
Printed Name

10-14-16
Date

The Chair/Associate Dean and Dean of the College requesting this fee must sign the signature page prior to review of this Application Form by the Special Course and Academic Fees Advisory Committee.

Chair/Associate Dean/Associate VPAA

Signature Date

College Dean (if applicable)

Lisa Eckelberg
Signature Date 10/14/16

By signing you are indicating that you agree to this fee or a revised version of this fee.

Chair of the Special Course and Academic Fees Advisory Committee:

Michelle Furlong
Signature

Digitally signed by Michelle Furlong
DN: cn=Michelle Furlong, o=Clayton State University, ou=Biology,
email=mfurlong@clayton.edu, c=US
Date: 2016.10.24 14:01:06 -04'00'
Date

Provost
[Signature]
Signature

10/31/16
Date

President
[Signature]
Signature

10-31-16
Date

After Approved by President Submit Form to Budget Office with any revisions made.

Fund	Department	Program	Class	Accounts

Upon appeal the committee understood the situation. The fee was initially set up as a 10600 account which doesn't roll over. The students pay the fee one time and it covers their expenses for 5 semesters so it should roll over between fiscal years. The FNP program used the money rather than having it swept to obtain clinical partnerships which will be necessary for the students. This will directly benefit the students in the program. The \$1,029 FNP fee was approved by the committee for FY18.

Special Course and Academic Program Fee

Appeal Form

Date of Appeal: 10-13-2016

College/Department: College of Health/School of Nursing

Fee Name: FNP Program Fee

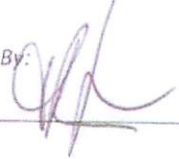
1. I wish to appeal the conclusions met by the fees committee for the FNP Program Fee. When I first completed the Fees form in 2014, I wanted to implement course fees that would cover materials and services the duration of enrollment through the program. However, I was directed to establish a program fee at this time. I thought these fees would last the duration of the program for each student. At year end, I discovered that the fees were in a 10600 account which requires funds to be expended by year end. I immediately contacted Scott McElroy to discuss my concerns regarding utilizing funds by year end to benefit the students. Based on our conversation, clinical placements were deemed an appropriate use of funds. Since we had a great need for clinical placement, the remaining funds were used to contract with NP Clinical Rotations to provide clinical sites for the students. Portion of funds in this account were utilized for services and materials that were stated in the original account request. Our students are expected to pass a certification exam and next semester we will prepare them for this by providing the Fitzgerald review course which is also covered by student fees. Supplies will also be needed to assist students with other skills such as suturing and reading X-rays. These too will be covered with student fees. The funds were intended to be used over the 5 semester (full-time)/3 year (part-time) to support the students during the duration of the program. If we had not used the funds for clinical placement, this would have resulted in a significant loss of funds which would have directly impacted the students and the program.
2. FNP programs are expensive to run. There is currently not a state allocated budget for the FNP program and because of this there are no funds available to cover expenses associated with our FNP program. Therefore, students are charged fees to cover certain program related expenses that enhance learning.
3. The revenue collected will greatly benefit the student as they will be exposed to different learning experiences that will increase their success in passing the state certification and their success as practitioners providing care to the community.
4. FNP graduates will be functioning as primary care providers so they must be prepared to meet the challenges of the complex healthcare needs of society. The services/materials purchased by the students such as clinical skills, documentation systems, x-ray materials, etc. will assist with increasing the success of our students and preparing them to function in this new role.

Special Course and Academic Program Fee

Application Form

Signature Page

Prepared By:



 Signature

Mélanie Poudevigne, FACSM, CC-AASP
 Printed Name

9/2/2016
 Date

The Chair/Associate Dean and Dean of the College requesting this fee must sign the signature page prior to review of this Application Form by the Special Course and Academic Fees Advisory Committee.

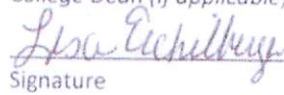
Chair/Associate Dean/Associate VPAA



 Signature

9/2/16
 Date

College Dean (if applicable)



 Signature

9/23/16
 Date

By signing you are indicating that you agree to this fee or a revised version of this fee.

Chair of the Special Course and Academic Fees Advisory Committee

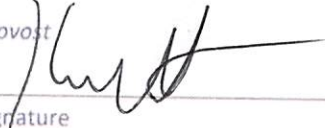
Michelle Furlong

Signature

Date

Digitally signed by Michelle Furlong:
 DN: cn=Michelle Furlong, o=Clayton State University, ou=Biology,
 email=mfurlong@clayton.edu, c=US
 Date: 2016.10.24 13:26:00 -04'00'

Provost



 Signature

12/31/16
 Date



President



 Signature

10-31-16
 Date

After Approved by President Submit Form to Budget Office with any revisions made.

Fund	Department	Program	Class	Accounts
10600	0610420	HFMG fees (revenue)	11000	409000

Committee Review: The SCAPFA committee cannot approve this fee since it appears that the students have to graduate prior to taking the exam. The attachment provided from the NSCA Certification Handbook indicates the following: "Candidates must submit an original, official transcript from their college/university when taking the CSCS exam for the first time. Official transcripts are required to be sent directly from the registrar's office. Transcripts must confirm that the degree was conferred." If the students have to show they have already gotten the degree then the exam cannot be taken in this course. If the exam cannot be taken in the course then the course cannot have the fee. If you can provide a statement from the NSCA that they will allow your students in your class to take the exam prior to graduation then we would suggest you file an appeal. Appeals need to be submitted to me by Oct. 14 at 11:59pm. The appeals will be reviewed on Oct. 21 at noon in room 151 of the LDSC. The committee invites you to attend the appeal in case we have questions.

Special Course and Academic Program Fee

Application Form

Date of Application: 9/2/2016

College/Department: COH/HCMG/HFMG Program

Fee Name: HFMG 4999 Capstone course fee

Choose one of the following:

Newly proposed fee

Existing fee that will change
(increase/decrease/eliminate)
Indicate which situation applies

Reapplication of an existing fee
that will not change, but requires
BOR approval.

Choose one:

Academic Program Fee

Supplemental Course Material or Laboratory Fee

Supplemental Course Material or Laboratory Fees (Only complete this section if you are proposing a course fee.):

List the courses for which this fee will apply:

HFMG 4999, Capstone in Health & Fitness

Answer the following for all of the courses you listed above (collectively). So for example if you list 3 courses you will provide the projected annual enrollment for all 3 courses combined. To calculate annual revenue multiply the annual enrollment by the fee cost per student.

Projected Annual Enrollment: 30 Fee amount per student: \$475 Annual Revenue: \$ 14,250

Do all students in each of these courses have to pay the course fee? YES (if not, explain who will pay the fee)

Attach the following to this form:

- A narrative justification for the fee. Make certain to include the following:
 - Description of how the fee revenue will be spent (be as specific as possible).
 - Justify why the program's department/college budget cannot support these expenditures.
 - Describe the benefit this revenue will provide to the students who are paying it.
 - If your request is denied describe what impact this will have on your program.
 - If you require other fees to support the same program(s) where these particular fees are applied, you will need to describe those other fees and indicate the total cost to the students in those programs.

in case a proof of mailing or receipt is needed. Any and all documentation sent to NSCA will not be returned.

NSCA Certification
1885 Bob Johnson Drive
Colorado Springs, CO 80906
USA

Academic Transcripts (CSCS and CSPS only)

CSCS

Candidates must submit an original, official transcript from their college/university when taking the CSCS exam for the first time. Official transcripts are required to be sent directly from the registrar's office. Transcripts must confirm that the degree was conferred. Transcripts must be in an envelope with the registrar's stamp placed across the envelope flap. Transcripts will not be returned. If candidates mail the transcript, the registrar's seal must remain intact. NSCA accepts official electronic transcripts (e-transcripts) that are transferred using a secure document transfer program (e.g., escrip-safe, eDocs). The documents should be sent to exams@nsca.com.

Transcripts with the following are not acceptable:

- Student copy marked "student copy," "Issued to student," or other similar language
- Photocopy
- Letter of degree status/verification
- Fax of the transcript

CSPS

Candidates must submit original documentation showing attainment of an appropriate personal trainer certification, academic degree, or professional license when taking the CSPS exam for the first time. Official academic transcripts are required to be sent directly from the registrar's office. Transcripts must confirm that the degree was conferred. Transcripts must be in an envelope with the registrar's stamp placed across the envelope flap. Documentation will not be returned. If candidates mail the transcript, the registrar's seal must remain intact. NSCA accepts official electronic transcripts (e-transcripts) that are transferred using a secure document transfer program (e.g., escrip-safe, eDocs). The documents should be sent to exams@nsca.com. Candidates may provide certification and licensure documentation directly to NSCA.

CPR/AED Certifications

Scanned, photocopied, and fax copies of the CPR/AED certifications are acceptable. Front and back copies of the document are required.

Mail: NSCA Certification
1885 Bob Johnson Drive
Colorado Springs, CO 80906
USA

Email: exams@nsca.com
Fax: 719-632-6367

Practical Experience (CSPS only)

A Practical Experience Form must be completed and submitted as part of the CSPS application process. The form can be found in Appendix C. Practical Experience Forms are subject to a random audit within one (1) year of registration.

Exam Fees


Credential	Attempt	NSCA	
		Student and Professional Members	Non-Members
CSCS	Initial or Retake <i>(Both Exams)</i>	\$340	\$475 ←
	Retake One Exam	\$250	\$385
NSCA-CPT	Initial or Retake	\$300	\$435
CSPS	Initial or Retake	\$340	\$475
TSAC-F	Initial or Retake	\$300	\$435

Special Course and Academic Program Fee

Appeal Form

Signature Page

Prepared By:



Signature

Melanie Poudevigne

Printed Name

10/11/2016


Date

The Chair/Associate Dean and Dean of the College requesting this fee must sign the signature page prior to review of this Application Form by the Special Course and Academic Fees Advisory Committee.

Chair/Associate Dean/Associate VPAA

Signature

College Dean (if applicable)



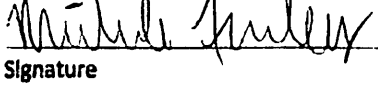
Signature

10/12/16

Date

By signing you are indicating that you agree to this fee or a revised version of this fee.


Chair of the Special Course and Academic Fees Advisory Committee:



Signature

10/24/16

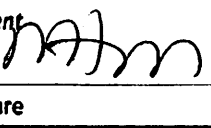
Date

Provost


Signature

12/21/16

Date

President


Signature

10-21-16

Date

After Approved by President Submit Form to Budget Office with any revisions made.

Fund	Department	Program	Class	Accounts
10600	0610420	11100	11000	409000

The fee was originally denied since it appeared that the students had to graduate before they could take the exam. Dr. Poudevigne provided evidence that the testing company will allow students to take the exam prior to graduation during their final semester.

in case a proof of mailing or receipt is needed. Any and all documentation sent to NSCA will not be returned.

NSCA Certification
1885 Bob Johnson Drive
Colorado Springs, CO 80906
USA

Academic Transcripts (CSCS and CSPS only) CSCS

Candidates must submit an original, official transcript from their college/university when taking the CSCS exam for the first time. Official transcripts are required to be sent directly from the registrar's office. Transcripts must confirm that the degree was conferred. Transcripts must be in an envelope with the registrar's stamp placed across the envelope flap. Transcripts will not be returned. If candidates mail the transcript, the registrar's seal must remain intact. NSCA accepts official electronic transcripts (e-transcripts) that are transferred using a secure document transfer program (e.g., escrip-safe, eDocs). The documents should be sent to exams@nscacolorado.com.

Transcripts with the following are not acceptable:

- Student copy marked "student copy," "issued to student," or other similar language
- Photocopy
- Letter of degree status/verification
- Fax of the transcript

CSPS

Candidates must submit original documentation showing attainment of an appropriate personal trainer certification, academic degree, or professional license when taking the CSPS exam for the first time. Official academic transcripts are required to be sent directly from the registrar's office. Transcripts must confirm that the degree was conferred. Transcripts must be in an envelope with the registrar's stamp placed across the envelope flap. Documentation will not be returned. If candidates mail the transcript, the registrar's seal must remain intact. NSCA accepts official electronic transcripts (e-transcripts) that are transferred using a secure document transfer program (e.g., escrip-safe, eDocs). The documents should be sent to exams@nscacolorado.com. Candidates may provide certification and licensure documentation directly to NSCA.

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Mail: NSCA Certification
1885 Bob Johnson Drive
Colorado Springs, CO 80906
USA

Email: exams@nscacolorado.com
Fax: 719-632-6367

Practical Experience (CSPS only)

A Practical Experience Form must be completed and submitted as part of the CSPS application process. The form can be found in Appendix C. Practical Experience Forms are subject to a random audit within one (1) year of registration.

Exam Fees

Credential	Attempt	NSCA	
		Student and Professional Members	Non-Members
CSCS	Initial or Retake (Both Exams)	\$340	\$475
	Retake One Exam	\$250	\$385
NSCA-CPT	Initial or Retake	\$300	\$435
CSPS	Initial or Retake	\$340	\$475
YSAC-F	Initial or Retake	\$300	\$435

Melanie Poudevigne

From: Michael Jordan <Michael.Jordan@nsca.com>
Sent: Tuesday, October 11, 2016 4:57 PM
To: Melanie Poudevigne
Cc: Linda Aaberg
Subject: RE: CSCS exam for ERP

Hello Melanie,

Candidates who want to take the CSCS either had to have already graduated with a Bachelor degree or higher or they can be a college senior with less than 12 months to graduate (including internship) with their degree.

They have 12 months from the date they take their exam to get us the “official transcripts” showing the degree was earned or awarded along with a copy of their CPR/AED card.

We do not want transcripts that show they’re still in a working semester.

Best Regards,

Michael Jordan
Certification Specialist

National Strength and Conditioning Association (NSCA)
1885 Bob Johnson Drive | Colorado Springs, CO 80906
P: 719.632.6722, ext. 134 | F: 719.632.6367
T: 800.815.6826 | Michael.Jordan@nsca.com
[everyone stronger | NSCA.com](http://www.nasca.com)

Join in the conversation on [Twitter](#) and [Facebook](#).



“Strength doesn’t come from what you can do, it comes from overcoming the things you once thought you could not!”

From: Linda Aaberg
Sent: Tuesday, October 11, 2016 2:43 PM
To: Michael Jordan <Michael.Jordan@nsca.com>
Subject: FW: CSCS exam for ERP

Hi Mike~

Is this something that you can help me with and respond to these questions below?

<HaeRyongChung@clayton.edu>; Michelle Furlong <MichelleFurlong@clayton.edu>

Subject: Fwd: CSCS exam for ERP

FYI

Sincerely,
Mélanie

Mélanie Poudevigne, FACSM, CC-AASP
Director & Professor, Health & Fitness Management
Chair, International Certifications, American College of Sports Medicine
Chair, University system of Georgia Regents Academic Committee: Physical Ed., Health Ed., & Recreation

Clayton State University
Magnolia Hall 131
2000 Clayton State Blvd.
Morrow, Georgia 30260
<http://clayton.edu/faculty/mpoudevi>
www.clayton.edu/hfmg
678.466.4937 (o/c)
678.466.4669 (f)
“Dreams. Made Real.”
<image001.jpg>

Begin forwarded message:

From: Michael Jordan <Michael.Jordan@nsca.com>
Date: October 11, 2016 at 16:56:37 EDT
To: "MelaniePoudevigne@clayton.edu" <MelaniePoudevigne@clayton.edu>
Cc: Linda Aaberg <linda.aaberg@nsca.com>
Subject: RE: CSCS exam for ERP

Hello Melanie,

Candidates who want to take the CSCS either had to have already graduated with a Bachelor degree or higher or they can be a college senior with less than 12 months to graduate (including internship) with their degree.

They have 12 months from the date they take their exam to get us the “official transcripts” showing the degree was earned or awarded along with a copy of their CPR/AED card.

We do not want transcripts that show they’re still in a working semester.

Best Regards,

Michael Jordan
Certification Specialist

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1885 Bob Johnson Drive | Colorado Springs, CO 80906
P: 719.632.6722, ext. 134 | F: 719.632.6367
T: 800.815.6826 | Michael.Jordan@nsca.com
everyone stronger | NSCA.com

Join in the conversation on [Twitter](#) and [Facebook](#).

<image004.jpg>

“Strength doesn’t come from what you can do, it comes from overcoming the things you once thought you could not!”

From: Linda Aaberg
Sent: Tuesday, October 11, 2016 2:43 PM
To: Michael Jordan <Michael.Jordan@nsca.com>
Subject: FW: CSCS exam for ERP

Hi Mike~

Is this something that you can help me with and respond to these questions below?

Thank you,
Linda

Linda L. Aaberg
Administrative Coordinator
National Strength and Conditioning Association (NSCA)
1885 Bob Johnson Drive | Colorado Springs, CO 80906
P: 719.632.6722, ext. 134 | F: 719.632.6367
T: 800.815.6826 | linda.aaberg@nsca.com
everyone stronger | NSCA.com
<image004.jpg>

From: Melanie Poudevigne [<mailto:MelaniePoudevigne@clayton.edu>]
Sent: Tuesday, October 11, 2016 1:54 PM
To: Linda Aaberg <linda.aaberg@nsca.com>
Cc: Michelle Furlong <MichelleFurlong@clayton.edu>; Peter Fitzpatrick <PeterFitzpatrick@clayton.edu>; Hae Ryong Chung <HaeRyongChung@clayton.edu>
Subject: Re: CSCS exam for ERP

Hi Linda,

Could you please let us know how we can get them registered even though their transcripts won't show that they graduated? The university would like to make sure we understand the process so they can take the exam before graduation during their last semester/capstone course.

Thanks for your positive feedback. Exciting times ahead for these young professionals!

Sincerely,
Mélanie

Mélanie Poudevigne, FACSM, CC-AASP
Director & Professor, Health & Fitness Management
Chair, International Certifications, American College of Sports Medicine
Chair, University system of Georgia Regents Academic Committee: Physical Ed., Health Ed., & Recreation

Clayton State University
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<http://clayton.edu/faculty/mpoudevi>
www.clayton.edu/hfmg
678.466.4937 (o/c)
678.466.4669 (f)
“Dreams. Made Real.”
<image001.jpg>

On Oct 11, 2016, at 15:49, Linda Aaberg <linda.aaberg@nsca.com> wrote:

Hello~

Thank you for your question. I apologize for the delay in my response. I do not see any reason why students at Clayton University would not be able to take the CSCS before graduation.

I hope that this is helpful,
Thank you again~
Linda

Linda L. Aaberg
Administrative Coordinator
National Strength and Conditioning Association (NSCA)
1885 Bob Johnson Drive | Colorado Springs, CO 80906
P: 719.632.6722, ext. 164 | F: 719.632.6367
T: 800.815.6826 | linda.aaberg@nsca.com
everyone stronger | NSCA.com
<image002.jpg>

From: Melanie Poudevigne [<mailto:MelaniePoudevigne@clayton.edu>]
Sent: Monday, October 10, 2016 8:28 AM
To: Linda Aaberg <linda.aaberg@nsca.com>
Cc: Peter Fitzpatrick <PeterFitzpatrick@clayton.edu>; Hae Ryong Chung <HaeRyongChung@clayton.edu>
Subject: CSCS exam for ERP

Dear Linda,

Can our students take the CSCS exam during their last semester at Clayton State U before graduation? We would like for them to take the exam during the capstone course.

Sincerely,
Mélanie

Mélanie Poudevigne, FACSM, CC-AASP
Director & Professor, Health & Fitness Management
Chair, International Certifications, American College of Sports
Medicine
Chair, University system of Georgia Regents Academic
Committee: Physical Ed., Health Ed., & Recreation


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www.clayton.edu/hfmg
678.466.4937 (o/c)
678.466.4669 (f)
"Dreams. Made Real."
<image003.jpg>

Special Course and Academic Program Fee

Application Form

Signature Page

Prepared-By:


LOUIS F. JORDAN, JR
9-22-16
 Signature Printed Name Date

The Chair/Associate Dean and Dean of the College requesting this fee must sign the signature page prior to review of this Application Form by the Special Course and Academic Fees Advisory Committee.

Chair/Associate Dean/Associate VPAA

College Dean (if applicable)

_____ _____ A. Mukherjee 9/22/2016
 Signature Date Signature Date

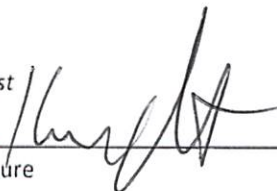
By signing you are indicating that you agree to this fee or a revised version of this fee.


Chair of the Special Course and Academic Fees Advisory Committee:

Committee Comments:

Michelle Furlong 10/8/16
 Signature Date

The SCAPFA committee agreed unanimously that this should be classified as a supplemental course fee which would not require approval from the BOR. We also felt that the fee was reasonable and would provide a benefit to the students taking the two courses. This new fee was approved by the SCAPFA committee for FY 18.

Provost  10/31/16
 Signature Date

President  10-31-16
 Signature Date

After Approved by President Submit Form to Budget Office with any revisions made.

Fund	Department	Program	Class	Accounts
10600	0410480	11100	11000	409500

Special Course and Academic Program Fee

Application Form

Date of Application: Sept. 23, 2016

College/Department: College of Business

Fee Name: College of Business Program Fee

Choose one of the following:

Newly proposed fee

Existing fee that will change
(increase/decrease/eliminate)
Indicate which situation applies

Reapplication of an existing fee
that will not change, but requires
BOR approval.

Choose one:

Academic Program Fee

Supplemental Course Material or Laboratory Fee

Supplemental Course Material or Laboratory Fees (Only complete this section if you are proposing a course fee.):

List the courses for which this fee will apply:

Answer the following for all of the courses you listed above (collectively). So for example if you list 3 courses you will provide the projected annual enrollment for all 3 courses combined. To calculate annual revenue multiply the annual enrollment by the fee cost per student.

Projected Annual Enrollment: _____ Fee amount per student: _____ Annual Revenue: _____

Do all students in each of these courses have to pay the course fee? _____ (if not, explain who will pay the fee)

Academic Program Fees (Only complete this section if you are proposing a program fee.):

Which academic program will this fee support? _____

Answer the following for the program you listed above. Annual enrollment would be the number of students paying the fee in a given academic year. To calculate the annual revenue multiply the annual enrollment times the number of semesters the fee must be paid annually. IF the fee is paid only once upon acceptance into the program then annual enrollment would be the expected number of new students annually.

Projected Annual Enrollment: 700 Fee amount per student: \$41.00

How often will a given student have to pay the fee?

Only once (when the student is accepted into the program)

Each semester the student is enrolled in the program
Is summer term included? yes

Once per year
Which semester? _____

Annual Revenue: \$28,700.00

Do all students enrolled in this program have to pay the fee? yes (If not, explain who will pay the fee)

COLLEGE OF BUSINESS PROGRAM FEE APPLICATION FORM

OVERVIEW

The business program fee is important to meet student needs and to prepare them for successful careers. The existing college budget cannot and does not support these expenditures. The previous business program fee, which was discontinued starting fall 2016, accounts for almost 50% of the total College of Business undergraduate budget (excluding salaries). This fee supports the operational excellence and quality of education that is essential to the success of the College of Business students and other students who take business courses and participate in the College's activities. In addition to university-wide budget cuts of 8.8% this year and \$500,000 for this next year, the loss of business program fees has had a significant impact on what we can provide to students and affects our ability to accomplish the goals of increased enrollment, higher retention and graduation rates.

FEE REVENUE USES AND BENEFITS

The business program fee adds value to students' education and the benefit far outweighs the cost, given the activities it supports. The fee assesses each business major \$41 program fee each fall, spring, and summer semester. These fees support the following benefits, which are all student-focused.

Classroom Software to enhance student learning and preparedness.

Having access to software such as a simulation package for strategic decision making, marketing tools, and teaching/learning software enables our students to have state-of-the-art business and leadership experiences in a lab setting. CAPSIM license (Business Simulation in capstone course), UGA-MSD online, Comfit Online Learning, DVDs/Videos. CAPSIM is a nationally normed simulation, which allows us to compare our students' performance with students across the country.

Assessment of Learning

The College of Business was the first college at Clayton State University to establish regular and on-going efforts to assess our students' learning. Continuing national testing and survey assessments assure that our program prepares our students well. With Educational Testing Service (ETS) major field exams, we benchmark our students' performance against national norms. We also developed an exit exam which is based on our curriculum, and we compare students' performance across time and utilize independent assessors to evaluate students' oral and written communication skills. Further, we use the

EBI Satisfaction Survey, which compares student satisfaction in approximately 14 areas with not only 6 other peer schools, but approximately 140-180 schools and colleges across the country. College of Business consistently scores high in several areas compared to our peer schools and to universities nationally.

Career Awareness Materials

This includes new career brochures, career-related CDs/flash drives, and stipends for company visitors, major specific Job/career Fairs, and career software. In summary, this is an effort to prepare our students for productive careers and career choices.

Speaker Series

The Jim Wood Speaker Series and the Dean's Distinguished Lecture Series have been praised by our accrediting body. Successful business leaders mentor our students and offer them role models from a diversity of backgrounds. Business students are required to dress professionally with the School's 'Dress for Success' program to attend these lectures. Some past speakers have been the CEO of NCR, the publisher of the Atlanta Business Chronicle, one of the world's leading robotics experts, as well as numerous CEOs and leaders from a variety of industries. This includes the cost of guest speakers in classes and Speaker Series including speaker travel expenses, brochures, room rental and advertising expenses, card swipers.

Mondopad maintenance

A Mondopad has been placed in one of the conference rooms where our centers meet with guests. When available, students are allowed to use the room to practice presentations and for course-required teamwork.

Financial Hardware/Software

Current financial information will be available to students to work in an investment simulation laboratory and make financial decisions using financial software throughout their business education with these funds. This includes the Ticker Tape Display at front of the College of Business building was provided by SunTrust Bank, and student yearly software license. While students are studying in the COB lobby, they see current news events and economic information, which will impact them in the workplace. This fee supports student travel to conferences for competitions, representing Clayton State University. For example, for the past 15 years, our students have competed in the Society for the Advancement of Management and have regularly won 1st or 2nd place in the competition, as well as

individual awards. Another example is a team of students won the national conflict resolution competition. We are currently preparing our students to compete in a statewide business plan and other entrepreneurial competitions, such as elevator pitch competitions.

Student participation in professional organizations, meetings, and events

Student participation in professional organizations, meetings, and events is supported by this fee. Recently our student chapter for the Society of Human Resource Management was selected as the best chapter in the state for three consecutive years, and initially, first time that a student chapter received such a recognition. Another student recently was chosen as the best marketing student by the Atlanta chapter of the American Marketing Association.

Student memberships for professional organizations such as TYE, American Marketing Association, Society for the Advancement of Management, Society for Human Resource Management, and student entrepreneurship organizations.

IMPACT OF DENIAL REQUEST

The use of all of these fees support students' learning and preparation and activities we can provide to better prepare them for their careers. The activities which these course fees support, attract, retain and graduate better prepared students for the world of work, and to help them to become contributing members of their communities.

Loss of these fees will significantly influence our efforts to prepare our students for careers and to contribute to the economic growth of Atlanta's south side. The adverse impact would be on both undergraduate and graduate programs; the College of Business currently has almost 200 graduate students. This loss of program fees, in addition to the losses from 8.8% budget cuts this year and the \$500,000 for the coming year will not benefit the students. It is not possible to improve, to offer more courses, more student activities with these deep budget reductions.

Special Course and Academic Program Fee

Application Form

Signature Page

Prepared By:

Susan Tusing
Signature

Susan Tusing
Printed Name

10-6-16
Date

The Chair/Associate Dean and Dean of the College requesting this fee must sign the signature page prior to review of this Application Form by the Special Course and Academic Fees Advisory Committee.

Chair/Associate Dean/Associate VPAA

Susan Tusing
Signature

10-6-16
Date

College Dean (if applicable)

Nae Moynihan
Signature

10-6-16
Date

By signing you are indicating that you agree to this fee or a revised version of this fee.

Chair of the Special Course and Academic Fees Advisory Committee:

Michelle Furlong
Signature

10/7/16
Date

The SCAPFA Committee approves this fee increase and it should not need BOR approval since it is a supplemental course fee. The fee should increase from \$20 to \$30 since the previous revenue collected was not sufficient to cover the cost of maintaining the instruments used in the courses and since this fee is a lot less than what is charged in other music programs.

Provost

[Signature]
Signature

10/31/16
Date

President

[Signature]
Signature

10-31-16
Date

After Approved by President Submit Form to Budget Office with any revisions made.

Fund	Department	Program	Class	Accounts
10600	0210210	11100	11000	409400

Special Course and Academic Program Fee

Application Form

Date of Application: October 6, 2016

College/Department: Visual and Performing Arts

Fee Name: Music fee

Choose one of the following:

- Newly proposed fee x Existing fee that will change
(increase/decrease/eliminate) Reapplication of an existing fee
Indicate which situation applies that will not change, but requires
BOR approval.

Choose one:

- Academic Program Fee X Supplemental Course Material or Laboratory Fee

Supplemental Course Material or Laboratory Fees (Only complete this section if you are proposing a course fee.):

List the courses for which this fee will apply:

MUSC 2400, MUSC 2500, MUSC 4500

Answer the following for all of the courses you listed above (collectively). So for example if you list 3 courses you will provide the projected annual enrollment for all 3 courses combined. To calculate annual revenue multiply the annual enrollment by the fee cost per student.

Projected Annual Enrollment: 100 Fee amount per student: \$30 Annual Revenue: \$3000

Do all students in each of these courses have to pay the course fee? _____ (if not, explain who will pay the fee)

Academic Program Fees (Only complete this section if you are proposing a program fee.):

Which academic program will this fee support? _____

Answer the following for the program you listed above. Annual enrollment would be the number of students paying the fee in a given academic year. To calculate the annual revenue multiply the annual enrollment times the number of semesters the fee must be paid annually. IF the fee is paid only once upon acceptance into the program then annual enrollment would be the expected number of new students annually.

Projected Annual Enrollment: _____ Fee amount per student: _____

How often will a given student have to pay the fee?

- Only once (when the student is accepted into the program) Each semester the student is enrolled in the program Once per year
Is summer term included? _____ Which semester? _____

Annual Revenue: _____

Do all students enrolled in this program have to pay the fee? _____ (If not, explain who will pay the fee)

Special Course and Academic Program Fee

Application Form

Attach the following to this form:

- A narrative justification for the fee. Make certain to include the following:
 - Description of how the fee revenue will be spent (be as specific as possible).
 - Justify why the program's department/college budget cannot support these expenditures.
 - Describe the benefit this revenue will provide to the students who are paying it.
 - If your request is denied describe what impact this will have on your program.
 - If you require other fees to support the same program(s) where these particular fees are applied, you will need to describe those other fees and indicate the total cost to the students in those programs.

MEMORANDUM

To: Special Course and Academic Program Fee Advisory Committee
From: Susan Tusing, Chair, Department of Visual and Performing Arts
Re: Music Fee Increase
Date: October 6, 2016

The Department of Visual and Performing Arts is requesting an increase in the Music Fee from \$20 to \$30.

We have submitted the following documents for the Music Fee audit for FY 2016:

- SCAPFA Review Form
- Revenue Summary Report
- Detailed Budget Report
- Expenditure Detail (spreadsheet)

The current course fee for applied music courses (courses for individual music lessons) is \$20 per course. In FY 2016, the revenue for this fee was \$2020, and the total expenditure was \$3300.

The primary use of the Music Fee is for piano tuning and maintenance. The fee also often covers expenses for health and safety instruction and software relating to applied music. In FY 2016, all of the Music Fee revenue went toward a portion of our piano tuning expenses for the year. We have to keep the pianos in our teaching studios, classrooms, rehearsal rooms, and practice rooms regularly tuned, and these instruments are used by applied music students (and by their instructors and accompanists for lessons and rehearsals) every day. An increase in the music fee to \$30 per semester will better help us to meet these expenses.

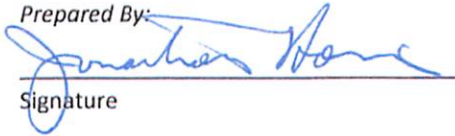
Compared to most universities in the USG and nationwide, our applied music fee is actually extremely low. (For instance, other USG institutions charge applied music fees ranging from \$100 to several hundred dollars a semester.) Details about these programs' overall budget structure might explain the disparity between Clayton State and other institutions. Given the current structure of the VPA operating and personnel budgets, the \$20 course fee is adequate for now, and we are spending the fees appropriately to support our applied music courses. We will primarily continue to use this fee to help fund our piano maintenance needs. We will occasionally use some of this income to cover miscellaneous expenses that we may incur as we develop our new musician wellness program (to meet a NASM standard).

Special Course and Academic Program Fee

Application Form

Signature Page

Prepared By:


Signature

Jonathan Harris
Printed Name

9-20-16
Date

The Chair/Associate Dean and Dean of the College requesting this fee must sign the signature page prior to review of this Application Form by the Special Course and Academic Fees Advisory Committee.

Chair/Associate Dean/Associate VPAA


Signature

9-20-16
Date

College Dean (if applicable)


Signature

Date

By signing you are indicating that you agree to this fee or a revised version of this fee.

Chair of the Special Course and Academic Fees Advisory Committee:

Michelle Furlong
Signature

10/7/16
Date

Provost


Signature

10/21/16
Date

President


Signature

10-31-16
Date

After Approved by President Submit Form to Budget Office with any revisions made.

Fund	Department	Program	Class	Accounts

While the SCAPFA committee feels that this fee is appropriate, the fee would not be approved by the BOR this year. Since it is written as a program fee it would require BOR approval. Therefore, the committee did not approve this fee. The committee felt, however, that the proposal could be rewritten as supplemental course fees for the courses in which these equipment are used. If proposed as a supplemental course fee then it would not require BOR approval. The new course fee proposal can be presented to the committee when they conduct their appeals session. The modified proposal is due on Oct. 14 by 11:59 pm and we invite the author of the proposal to attend our appeal meeting at 12:00 on Oct. 21 in LDSC room 151.

Special Course and Academic Program Fee

Application Form

Date of Application: September 20, 2016

College/Department: Visual and Performing Arts/College of Arts and Sciences

Fee Name: Film Program Fee

Choose one of the following:

Newly proposed fee

Existing fee that will change
(increase/decrease/eliminate)
Indicate which situation applies

Reapplication of an existing fee
that will not change, but requires
BOR approval.

Choose one:

Academic Program Fee Supplemental Course Material or Laboratory Fee

Supplemental Course Material or Laboratory Fees (Only complete this section if you are proposing a course fee.):

List the courses for which this fee will apply:

Answer the following for all of the courses you listed above (collectively). So for example if you list 3 courses you will provide the projected annual enrollment for all 3 courses combined. To calculate annual revenue multiply the annual enrollment by the fee cost per student.

Projected Annual Enrollment: _____ Fee amount per student: _____ Annual Revenue: _____

Do all students in each of these courses have to pay the course fee? _____ (if not, explain who will pay the fee)

Academic Program Fees (Only complete this section if you are proposing a program fee.):

Which academic program will this fee support? Film Production (B.A. and A.A. degree programs)

Answer the following for the program you listed above. Annual enrollment would be the number of students paying the fee in a given academic year. To calculate the annual revenue multiply the annual enrollment times the number of semesters the fee must be paid annually. IF the fee is paid only once upon acceptance into the program then annual enrollment would be the expected number of new students annually.

Projected Annual Enrollment: 90 Fee amount per student: \$50 per semester (\$100 annually)

How often will a given student have to pay the fee?

Only once (when the student is accepted into the program)

Each semester the student is enrolled in the program
Is summer term included? no

Once per year
Which semester? _____

Annual Revenue: \$9000

Do all students enrolled in this program have to pay the fee? yes (If not, explain who will pay the fee)

Special Course and Academic Program Fee

Application Form

Attach the following to this form: **(See below.)**

- A narrative justification for the fee. Make certain to include the following:
 - Description of how the fee revenue will be spent (be as specific as possible).
 - Justify why the program's department/college budget cannot support these expenditures.
 - Describe the benefit this revenue will provide to the students who are paying it.
 - If your request is denied describe what impact this will have on your program.
 - If you require other fees to support the same program(s) where these particular fees are applied, you will need to describe those other fees and indicate the total cost to the students in those programs.

Special Course and Academic Program Fee

Application Form

The Bachelor of Arts and Associate of Arts programs in Film Production are requesting the implementation of a course fee in the amount of \$50 each fall and spring semester per student. This fee, which initially will affect fewer than 100 students, is needed to cover the ever increasing cost of hardware and software repair, replacement, and purchase for the use of all Film Production majors.

Description of how the fee revenue will be spent (be as specific as possible).

Our courses are technology-intensive in that all Film Production, of necessity, requires equipment that parallels or, where possible, meets the industry standards. That equipment must be kept in good operating condition for students to use it. A portion of the money will be used for the repair of existing film equipment each year. Repairing damaged filmmaking equipment is a significant annual expense that impacts the cameras, light kits, lighting accessories, sound kits, etc. that students can check out and use during class time. Tripod legs must be repaired. Tripod spreaders and bags for transporting them safely to film sets must be replaced. Camera lenses are routinely cracked, scratched, and damaged by student use. Lens caps are often lost. Camera bodies must be replaced or repaired to ensure correct operation. The lamps of professional lighting instruments must be replaced when they reach the end of their useful lives. Microphone circuitry can become damaged during routine use and must be repaired or replaced. In short, a portion of the equipment used in our production courses will be damaged each year as part of the normal use by students despite serious training in the safe and best use of that equipment.

We also frequently need to repair and/or replace computers in our design lab. These computers are high-performance machines used to teach students to edit films, design motion graphics, composite, and create special effects using Ultra HD resolution video. Due to their special use, they are quite expensive. This fund will be used to repair and occasionally replace these computers to keep them functional for our students.

A portion of the program fee will be used each year to increase the number of cameras, tripods, lighting kits, and sound equipment available to our students. Gradually increasing our inventory of cameras and other equipment will allow more students hands-on experience in class and more equipment for students to check out to be used outside the classroom for class projects. The fee would allow the purchase of one additional major piece of equipment each year, as needed, in addition to repairs or accessories for our current equipment. Our current 4k resolution video cameras, with a price tag of over \$3,000 each, are a prime example of how the funding could be used. We will be able to purchase either a camera, a light kit, a sound kit, or other major accessory as needed each year to improve student learning in our courses. These fees will, each year, improve the quantity of filmmaking equipment available to our students, greatly enhance the quality of their education experience, and provide them with the tools they need to compete for jobs in the current marketplace.

Up-to-date, industry-standard, software is essential for any Film Production program. This fee will permit the annual purchase of software packages for screenwriting, budgeting and scheduling, storyboarding, and more. Though we are provided with a USG site license for our Adobe Creative Cloud software, it is important to expose students to range of software tools such

Special Course and Academic Program Fee

Application Form

as Final Cut Pro X, Avid, and DaVinci software as well. The program fee will enable us to keep the most current software up to date in our design lab.

Similarly, the purchase of copyright licenses is legally necessary for Film students to be able to study feature-length films in film studies courses. Unfortunately, at an average of \$500 per film, Digital Site License costs are prohibitive for the Visual and Performing Arts department to fund from its annual operating budget. A program fee for the Film Program will ameliorate these costs, providing our film students with streaming access to high-quality international films.

Here is an example of how the fees will be used each year:

- Equipment repair and part replacement: \$1,000 (repair for tripods, cameras, light kits, sound kits and accessories)
- Hardware/software purchase: \$3000-\$4,000 (roughly one camera, light kit, computer each year)
- External hard drive and SD cards for introductory students: \$2,000 per year
- Film streaming rights (Digital Site Licenses): \$2,000

Justify why the program's department/college budget cannot support these expenditures.

The normal operating budget of the Department of Visual and Performing Arts does not have the ongoing financial resources to support repair and purchase of new hardware and software each year for the Film division. The ongoing costs of repair, replacement, and purchase of new equipment are not sustainable for the department's budget year to year.

Describe the benefit this revenue will provide to the students paying for it.

This proposed program fee will help the Film Production program in supporting the University System of Georgia Strategic Plan, Strategic Imperative I: Quality of Learning: *The USG is committed to maintaining and improving the quality and diversity of academic programs, teaching, and learning opportunities.* The students in the Film Production major will directly experience the benefits of this new program fee. In class, students will have access to more equipment, allowing them additional hands-on experience, a crucial component for developing the knowledge and skills necessary for creating films. They will have ease of access both on and off campus to streaming online films for their coursework, which our Digital Site Licenses authorize in perpetuity for our institution. Students will have expanded access to equipment they can check out to increase their learning outside of class time and to create professional looking projects which will help them learn and improve their chances of finding jobs. Students will have continued access to computers with the necessary power to edit Ultra HD video. The fee will include purchase of an external hard drive and high-speed SD card that will be provided to students to use in the introductory courses for the major. Most of all, students will experience and use all equipment with the assurance that it is in good repair and that their preparation and time are well spent for each project.

Special Course and Academic Program Fee

Application Form

If your request is denied describe what impact this will have on your program.

If this request is denied, it will significantly impact the ability to provide the necessary tools for our Film Production students' education. Neither our departmental nor our College of Arts and Sciences budgets can provide an annual resource for the maintenance, repair, and purchase of our film production hardware, software, and films. With our new program growing quickly after a speedy and timely approval by the BOR (almost 100 majors have enrolled in our first year), we need the ability to offer our students reliable, functional, and educationally critical equipment. We also owe them the opportunity to deepen their learning through frequent access to equipment and films and this can only be accomplished through additional funding. In short, without a fund to repair, maintain, and purchase additional equipment, our students will not have the materials they need for a proper Film Production education.

If you require other fees to support the same program(s) where these particular fees are applied, you will need to describe those other fees and indicate the total cost to the students in those programs.

No other fees are required.

Special Course and Academic Program Fee

Application Form

Signature Page

Prepared By:

Susan Tusing
Signature

Susan Tusing
Printed Name

10-12-16
Date

The Chair/Associate Dean and Dean of the College requesting this fee must sign the signature page prior to review of this Application Form by the Special Course and Academic Fees Advisory Committee.

Chair/Associate Dean/Associate VPAA

Susan Tusing
Signature

10-12-16
Date

College Dean (if applicable)

Not Applicable
Signature

10-12-16
Date

By signing you are indicating that you agree to this fee or a revised version of this fee.

Chair of the Special Course and Academic Fees Advisory Committee:

Michelle Furlong
Signature

Digitally signed by Michelle Furlong
DN: cn=Michelle Furlong, o=Clayton State University, ou=Biology,
email=mfurlong@clayton.edu, c=US
Date: 2016.10.24 13:55:33 -04 00'

Signature

Date

Provost

[Signature]
Signature

12-9-16
Date

President

[Signature]
Signature

10-31-16
Date

After Approved by President Submit Form to Budget Office with any revisions made.

Fund	Department	Program	Class	Accounts
10600	0210260	11100	11000	409500

Denied initially as a program fee since BOR will not approve. Resubmitted an appeal to make it a supplemental course material fee. The committee approved it.

Special Course and Academic Program Fee

Application Form

Date of Application: October 12, 2016

College/Department: Visual and Performing Arts/College of Arts and Sciences

Fee Name: Film Studies Fee

Choose one of the following:

Newly proposed fee

Existing fee that will change
(increase/decrease/eliminate)

Reapplication of an existing fee
that will not change, but requires
BOR approval.

Indicate which situation applies

Choose one:

Academic Program Fee Supplemental Course Material or Laboratory Fee

Supplemental Course Material or Laboratory Fees (Only complete this section if you are proposing a course fee.):

List the courses for which this fee will apply:

CMS 2100 Introduction to Film FILM 2700 Film History CMS 4310 Film Analysis and Criticism

Answer the following for all of the courses you listed above (collectively). So for example if you list 3 courses you will provide the projected annual enrollment for all 3 courses combined. To calculate annual revenue multiply the annual enrollment by the fee cost per student.

Projected Annual Enrollment: 225 Fee amount per student: \$15 Annual Revenue: \$3375

Do all students in each of these courses have to pay the course fee? yes (if not, explain who will pay the fee)

Academic Program Fees (Only complete this section if you are proposing a program fee.):

Which academic program will this fee support? _____

Answer the following for the program you listed above. Annual enrollment would be the number of students paying the fee in a given academic year. To calculate the annual revenue multiply the annual enrollment times the number of semesters the fee must be paid annually. IF the fee is paid only once upon acceptance into the program then annual enrollment would be the expected number of new students annually.

Projected Annual Enrollment: _____ Fee amount per student: _____

How often will a given student have to pay the fee?

Only once (when the student is
accepted into the program)

Each semester the student is
enrolled in the program

Once per year
Which semester? _____

Is summer term included? _____

Annual Revenue: _____

Do all students enrolled in this program have to pay the fee? _____ (If not, explain who will pay the fee)

Special Course and Academic Program Fee

Application Form

Attach the following to this form: **(See below.)**

- A narrative justification for the fee. Make certain to include the following:
 - Description of how the fee revenue will be spent (be as specific as possible).
 - Justify why the program's department/college budget cannot support these expenditures.
 - Describe the benefit this revenue will provide to the students who are paying it.
 - If your request is denied describe what impact this will have on your program.
 - If you require other fees to support the same program(s) where these particular fees are applied, you will need to describe those other fees and indicate the total cost to the students in those programs.

Special Course and Academic Program Fee

Application Form

The Department of Visual and Performing Arts is requesting the implementation of a course fee of \$15 for students enrolled in selected film studies courses. This fee is needed to cover the ever-increasing cost of licensing fees necessary for students to view required films in these classes.

Description of how the fee revenue will be spent (be as specific as possible).

The purchase of copyright licenses is legally necessary for students enrolled in these film studies courses to be able to study required feature-length films. Unfortunately, at an average of \$500 per film, Digital Site License (DSL) costs are prohibitive for the VPA department to fund from its annual operating budget. A course fee for these courses will ameliorate these costs, providing our film students with streaming access to high-quality international films.

These DSL costs will total \$3000-\$4000 each year. Implementation of this course fee will allow us to fund these licenses without using department operating funds and without incurring a prohibitive cost for the students in these classes.

Justify why the program's department/college budget cannot support these expenditures.

The normal operating budget of the Department of Visual and Performing Arts does not have the ongoing financial resources to spend \$3000-\$4000 annually on DSLs to support the film studies courses and to remain in compliance with Federal copyright laws.

Describe the benefit this revenue will provide to the students paying for it.

This proposed course fee will help the VPA Department in supporting the University System of Georgia Strategic Plan, Strategic Imperative I: Quality of Learning: *The USG is committed to maintaining and improving the quality and diversity of academic programs, teaching, and learning opportunities.* The students will directly experience the benefits of this new fee, having ease of access both on and off campus to streaming online films for their coursework, which our Digital Site Licenses authorize in perpetuity for our institution.

If your request is denied describe what impact this will have on your program.

The normal operating budget of the Department of Visual and Performing Arts does not have the ongoing financial resources to purchase DSLs to support the film studies courses. Not having this fee revenue will prevent our film studies faculty from having the necessary resources to provide the necessary content for these courses.

If you require other fees to support the same program(s) where these particular fees are applied, you will need to describe those other fees and indicate the total cost to the students in those programs.

We are also requesting a \$32 course fee to support film production courses, which will be required for students in the Film Production major.

Special Course and Academic Program Fee

Application Form

Signature Page

Prepared By:

Susan Tusing
Signature

Susan Tusing
Printed Name

10-12-16
Date

The Chair/Associate Dean and Dean of the College requesting this fee must sign the signature page prior to review of this Application Form by the Special Course and Academic Fees Advisory Committee.

Chair/Associate Dean/Associate VPAA

Susan Tusing
Signature

10-12-16
Date

College Dean (if applicable)

Nae Moya
Signature

10-12-16
Date

By signing you are indicating that you agree to this fee or a revised version of this fee.

Chair of the Special Course and Academic Fees Advisory Committee:

Michelle Furlong
Signature

Digitally signed by Michelle Furlong
DN: cn=Michelle Furlong, ou=Clayton State University, ou=Biology, email=mfurlong@clayton.edu, c=US
Date: 2016.10.24.13:54:37 -0400
Date

Provost
[Signature]
Signature

12/31/16
Date

President
[Signature]
Signature

10-31-16
Date

After Approved by President Submit Form to Budget Office with any revisions made.

Fund	Department	Program	Class	Accounts
10600	0210270	11100	11000	409500

Denied initially as a program fee since BOR will not approve. Resubmitted an appeal to make it a supplemental course material fee. The committee approved it.

Special Course and Academic Program Fee

Application Form

Date of Application: October 12, 2016

College/Department: Visual and Performing Arts/College of Arts and Sciences

Fee Name: Film Production Fee

Choose one of the following:

Newly proposed fee

Existing fee that will change
(increase/decrease/eliminate)

Reapplication of an existing fee
that will not change, but requires
BOR approval.

Indicate which situation applies

Choose one:

Academic Program Fee Supplemental Course Material or Laboratory Fee

Supplemental Course Material or Laboratory Fees (Only complete this section if you are proposing a course fee.):

List the courses for which this fee will apply:

**CMS 2410 – Digital Imaging I; CMS 2420 - Intro. to Field Production; CMS 2430 – Storyboarding;
CMS 3410 – Lighting; CMS 3420 - Audio Recording; CMS 4410 - Digital Video Production;
CMS 4450 – Post-Production; FILM 3155 – Cinematography; FILM 4460 - Video Post-Prod. II;
FILM4480 - Digital Video Production II; CMS 4490/4491/4492 - Modes of Video Prod. I/II/III;
FILM 3480 – Producing; FILM 3850 - Motion Graphics; FILM 4420 - Visual Effects;
FILM 4430 - Advanced Lighting; FILM 4440 - Advanced Visual Effects;
FILM 4903 - Seminar in Contemporary Filmmaking; FILM 4904 - Portfolio**

Answer the following for all of the courses you listed above (collectively). So for example if you list 3 courses you will provide the projected annual enrollment for all 3 courses combined. To calculate annual revenue multiply the annual enrollment by the fee cost per student.

Projected Annual Enrollment: 224 Fee amount per student: \$32 Annual Revenue: \$7168

Do all students in each of these courses have to pay the course fee? yes (if not, explain who will pay the fee)

Academic Program Fees (Only complete this section if you are proposing a program fee.):

Which academic program will this fee support? _____

Answer the following for the program you listed above. Annual enrollment would be the number of students paying the fee in a given academic year. To calculate the annual revenue multiply the annual enrollment times the number of semesters the fee must be paid annually. IF the fee is paid only once upon acceptance into the program then annual enrollment would be the expected number of new students annually.

Projected Annual Enrollment: _____ Fee amount per student: _____

How often will a given student have to pay the fee?

Only once (when the student is
accepted into the program)

Each semester the student is
enrolled in the program

Once per year
Which semester? _____

Is summer term included? _____

Annual Revenue: _____

Do all students enrolled in this program have to pay the fee? _____ (if not, explain who will pay the fee)

Special Course and Academic Program Fee

Application Form

Attach the following to this form: **(See below.)**

- A narrative justification for the fee. Make certain to include the following:
 - Description of how the fee revenue will be spent (be as specific as possible).
 - Justify why the program's department/college budget cannot support these expenditures.
 - Describe the benefit this revenue will provide to the students who are paying it.
 - If your request is denied describe what impact this will have on your program.
 - If you require other fees to support the same program(s) where these particular fees are applied, you will need to describe those other fees and indicate the total cost to the students in those programs.

Special Course and Academic Program Fee

Application Form

The Department of Visual and Performing Arts is requesting the implementation of a course fee in the amount of \$32 for students enrolled in film production courses that utilize our film and computer equipment. This fee is needed to cover the ever-increasing cost of hardware and software repair, replacement, and purchase for the use of all Film Production majors.

Description of how the fee revenue will be spent (be as specific as possible).

Our courses are technology-intensive in that all Film Production, of necessity, requires equipment that parallels or, where possible, meets the industry standards. That equipment must be kept in good operating condition for students to use it. A portion of the money will be used for the repair of existing film equipment each year. Repairing damaged filmmaking equipment is a significant annual expense that impacts the cameras, light kits, lighting accessories, sound kits, etc. that students can check out and use during class time. Tripod legs must be repaired. Tripod spreaders and bags for transporting them safely to film sets must be replaced. Camera lenses are routinely cracked, scratched, and damaged by student use. Lens caps are often lost. Camera bodies must be replaced or repaired to ensure correct operation. The lamps of professional lighting instruments must be replaced when they reach the end of their useful lives. Microphone circuitry can become damaged during routine use and must be repaired or replaced. In short, a portion of the equipment used in our production courses will be damaged each year as part of the normal use by students despite serious training in the safe and best use of that equipment.

We also frequently need to repair and/or replace computers in our design lab. These computers are high-performance machines used to teach students to edit films, design motion graphics, composite, and create special effects using Ultra HD resolution video. Due to their special use, they are quite expensive. This fund will be used to repair and occasionally replace these computers to keep them functional for our students.

This course fee will be used each year to increase the number of cameras, tripods, lighting kits, and sound equipment available to our students. Gradually increasing our inventory of cameras and other equipment will allow more students hands-on experience in class and more equipment for students to check out to be used outside the classroom for class projects. The fee would allow the purchase of one additional major piece of equipment each year, as needed, in addition to repairs or accessories for our current equipment. Our current 4k resolution video cameras, with a price tag of over \$3,000 each, are a prime example of how the funding could be used. We will be able to purchase either a camera, a light kit, a sound kit, or other major accessory as needed each year to improve student learning in our courses. These fees will improve the quantity of filmmaking equipment available to our students, enhance the quality of their education experience, and provide them with the necessary tools compete for jobs in the current marketplace.

Up-to-date, industry-standard, software is essential for any Film Production program. This fee will permit the annual purchase of software packages for screenwriting, budgeting and scheduling, storyboarding, and more. Though we are provided with a USG site license for our Adobe Creative Cloud software, it is important to expose students to range of software tools such as Final Cut Pro X, Avid, and DaVinci software as well. The course fee will enable us to keep the most current software up to date in our design lab.

Here is an example of how the fees will be used each year:

Special Course and Academic Program Fee

Application Form

- Equipment repair and part replacement: \$1,000-\$1,200 (repair for tripods, cameras, light kits, sound kits and accessories)
- Hardware/software purchase: \$3000-\$4,000 (roughly one camera, light kit, computer each year)
- External hard drive and SD cards for introductory students: \$2,000 per year

Justify why the program's department/college budget cannot support these expenditures.

The normal operating budget of the Department of Visual and Performing Arts does not have the ongoing financial resources to support repair and purchase of new hardware and software each year for the Film division. The ongoing costs of repair, replacement, and purchase of new equipment are not sustainable for the department's budget year to year.

Describe the benefit this revenue will provide to the students paying for it.

This proposed course fee will help the Film Production program in supporting the University System of Georgia Strategic Plan, Strategic Imperative I: Quality of Learning: *The USG is committed to maintaining and improving the quality and diversity of academic programs, teaching, and learning opportunities.* The students in the Film Production major will directly experience the benefits of this new course fee. In class, students will have access to more equipment, allowing them additional hands-on experience, a crucial component for developing the knowledge and skills necessary for creating films. Students will have expanded access to equipment they can check out to increase their learning outside of class time and to create professional looking projects which will help them learn and improve their chances of finding jobs. Students will have continued access to computers with the necessary power to edit Ultra HD video. The fee will include purchase of an external hard drive and high-speed SD card that will be provided to students to use in the introductory courses for the major. Most of all, students will experience and use all equipment with the assurance that it is in good repair and that their preparation and time are well spent for each project.

If your request is denied describe what impact this will have on your program.

If this request is denied, it will significantly impact the ability to provide the necessary tools for our Film Production students' education. Neither our departmental nor our College of Arts and Sciences budgets can provide an annual resource for the maintenance, repair, and purchase of our film production hardware, software, and films. With our new program growing quickly after a speedy and timely approval by the BOR (almost 100 majors have enrolled in our first year), we need the ability to offer our students reliable, functional, and educationally critical equipment. We also owe them the opportunity to deepen their learning through frequent access to equipment and films and this can only be accomplished through additional funding. In short, without a fund to repair, maintain, and purchase additional equipment, our students will not have the materials they need for a proper Film Production education.

If you require other fees to support the same program(s) where these particular fees are applied, you will need to describe those other fees and indicate the total cost to the students in those programs.


We are also requesting a \$15 course fee to support film studies courses.

Special Course and Academic Program Fee

Application Form

Signature Page

Prepared By:


LOUIS F. JORDAN, JR
9-22-16
 Signature Printed Name Date

The Chair/Associate Dean and Dean of the College requesting this fee must sign the signature page prior to review of this Application Form by the Special Course and Academic Fees Advisory Committee.

Chair/Associate Dean/Associate VPAA

College Dean (if applicable)

 Signature Date


9/22/2016
 Signature Date

By signing you are indicating that you agree to this fee or a revised version of this fee.

Chair of the Special Course and Academic Fees Advisory Committee:

Committee Comments:

Michelle Furlong
10/8/16
 Signature Date

The SCAPFA committee agreed unanimously that this should be classified as a supplemental course fee which would not require approval from the BOR. We also felt that the fee was reasonable and would provide a benefit to the students taking the two courses. This new fee was approved by the SCAPFA committee for FY 18.

Provost

 Signature Date

President

 Signature Date

After Approved by President Submit Form to Budget Office with any revisions made.

Fund	Department	Program	Class	Accounts
10600	0410250	11100	11000	409500

Special Course and Academic Program Fee

Application Form

Date of Application: September 23, 2016

College/Department: College of Business

Fee Name: Skill Development Simulation

Choose one of the following:

Newly proposed fee

Existing fee that will change
(increase/decrease/eliminate)
Indicate which situation applies

Reapplication of an existing fee
that will not change, but requires
BOR approval.

Choose one:

Academic Program Fee

Supplemental Course Material or Laboratory Fee

Supplemental Course Material or Laboratory Fees (Only complete this section if you are proposing a course fee.):

List the courses for which this fee will apply:

The course fees are for undergraduate students and will apply to Mgmt 3101, Management and Organizational Behavior and to Mgmt 4750, Strategic Management. The simulation will be administered twice, once at the beginning of the program in Mgmt 3101 and just before graduation in Mgmt 4750. As a skill-based simulation, it is a development tool, measuring skill level in several areas and providing developmental feedback for skill improvement. Detailed reports and recommendations for improvement are provided to each student.

Answer the following for all of the courses you listed above (collectively). So for example if you list 3 courses you will provide the projected annual enrollment for all 3 courses combined. To calculate annual revenue multiply the annual enrollment by the fee cost per student.

Projected Annual Enrollment: 300 Fee amount per student: \$60.00 Annual Revenue: \$18,000.00

Do all students in each of these courses have to pay the course fee? YES (if not, explain who will pay the fee)

Academic Program Fees (Only complete this section if you are proposing a program fee.):

Which academic program will this fee support? _____

Answer the following for the program you listed above. Annual enrollment would be the number of students paying the fee in a given academic year. To calculate the annual revenue multiply the annual enrollment times the number of semesters the fee must be paid annually. IF the fee is paid only once upon acceptance into the program then annual enrollment would be the expected number of new students annually.

Projected Annual Enrollment: _____ Fee amount per student: _____

How often will a given student have to pay the fee?

Only once (when the student is accepted into the program)

Each semester the student is enrolled in the program
Is summer term included? _____

Once per year
Which semester? _____

Annual Revenue: _____

Special Course and Academic Program Fee

Application Form

Do all students enrolled in this program have to pay the fee? _____ (If not, explain who will pay the fee)

Special Course and Academic Program Fee

Application Form

HOW THE FEE REVENUE WILL BE SPENT

The fee will pay for skill-based simulations, which are diagnostic tools to identify students' developmental needs to diagnose strengths and weaknesses and to provide developmental plan for those areas in which the students' need improvement. The assessment itself takes 2.5 hours to complete, and the skills that will be evaluated are

- Decision-Making
- Teamwork
- Communication
- Leadership Initiative and Ethics
- Planning and Organizing
- Attention to Detail
- Prioritization
- Writing Quality

There will be two administrations, once at the beginning of the program and one at the end. The first administration will let students know which skills on which they must focus while in the program. The second administration will occur at the end of the program to provide students feedback on how they have improved, can continue to improve, and to use the results while applying for jobs. The results will also be used to improve instruction across courses.

This approach is being successfully used by numerous universities, including Emory University, Kennesaw State University, DePaul, St. Louis University, Cal State San Marcos, Sal State Fresno University, University of Maryland, Bloomsburg University, Western Connecticut State University, Lipscomb University, LaSalle University, and Valparaiso University

JUSTIFY WHY THE PROGRAM'S DEPARTMENT/COLLEGE BUDGET CANNOT SUPPORT THESE EXPENDITURES.

The College of Business does not have sufficient funds to purchase these services. In addition to the budget cuts experienced throughout the university (this year an 8.8% reduction and an additional \$500,000 reduction next year), starting July 1, 2016 the College of Business program fees were eliminated, resulting in a 45% reduction in non-salary related budget items for the College of Business budget. It is challenging to improve education while budgets and positions are being cut.

BENEFIT THIS REVENUE WILL PROVIDE TO THE STUDENTS WHO ARE PAYING IT

This approach has several unique benefits for students, which they will experience.

First, students will be exposed to important skills that employers seek and skills that apply to life in general and will be able to focus on their development.

Second, Students will receive a development al plan, recommendations for improving the skills in which they are weak and how to maintain skills that are strong. Students will create a development plan based on the assessment center results, which will include goals for improving deficiencies utilizing coursework and other activities.

Special Course and Academic Program Fee

Application Form

Third, it will benefit students when they apply for a job or a promotion. Students will be encouraged to include Assessment Center participation in their resumes. This will communicate to employers that skills which they seek in employees and job applicants have been assessed in our students by a standardized, relevant, reliable and valid technique. It is expected that the last assessment will provide evidence to the employer that they have the necessary skills to succeed and perform on the job.

Fourth, the College of Business will use the Assessment Center data to modify coursework and teaching methods to further benefit the students and better prepare them for the workplace. It will also reinforce the skills learned and discussed in class. The technique will provide normative data, allowing students to compare their skill levels with that of their peers.

Once students participate in this simulation, they will quickly see that the benefits are much greater than the monetary costs.

IF YOUR REQUEST IS DENIED DESCRIBE WHAT IMPACT THIS WILL HAVE ON YOUR PROGRAM.

Given the existing budget cuts, we will not be able to improve our students' skill acquisition with newer, more advanced approaches or to increase graduation rates. Job placement rates of our graduates will stagnate. While these course fees apply to our undergraduate students, we also want to do this with our graduate students. If this happens, we may be able to negotiate a lower per person fee for the services after the first year.

IF YOU REQUIRE OTHER FEES TO SUPPORT THE SAME PROGRAM(S) where these particular fees are applied, you will need to describe those other fees and indicate the total cost to the students in those programs.


No other fees are required.

Special Course and Academic Program Fee

Application Form

Signature Page

Prepared-By:


LOUIS F. JORDAN, JR
9-22-16
 Signature Printed Name Date

The Chair/Associate Dean and Dean of the College requesting this fee must sign the signature page prior to review of this Application Form by the Special Course and Academic Fees Advisory Committee.

Chair/Associate Dean/Associate VPAA

College Dean (if applicable)

_____ _____ A. Mukherjee 9/22/2016
 Signature Date Signature Date

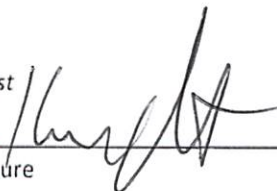
By signing you are indicating that you agree to this fee or a revised version of this fee.


Chair of the Special Course and Academic Fees Advisory Committee:

Committee Comments:

Michelle Furlong 10/8/16
 Signature Date

The SCAPFA committee agreed unanimously that this should be classified as a supplemental course fee which would not require approval from the BOR. We also felt that the fee was reasonable and would provide a benefit to the students taking the two courses. This new fee was approved by the SCAPFA committee for FY 18.

Provost  10/31/16
 Signature Date

President  10-31-16
 Signature Date

After Approved by President Submit Form to Budget Office with any revisions made.

Fund	Department	Program	Class	Accounts
10600	0410480	11100	11000	409500

Special Course and Academic Program Fee

Application Form

Date of Application: September 23, 2016

College/Department: College of Business

Fee Name: Assessment Center Skill Development

Choose one of the following:

Newly proposed fee

Existing fee that will change
(increase/decrease/eliminate)
Indicate which situation applies

Reapplication of an existing fee
that will not change, but requires
BOR approval.

Choose one:

Academic Program Fee

Supplemental Course Material or Laboratory Fee

Supplemental Course Material or Laboratory Fees (Only complete this section if you are proposing a course fee.):

List the courses for which this fee will apply:

The course fee will apply to graduate students in Mgmt 6101, Innovation and Change, and to Mgmt 6104, Strategic Management. The skill development simulation will be administered twice, once at the beginning of the program and once just prior to graduation. It is a developmental tool measuring skill level in several areas and providing developmental feedback for skill improvement. Detailed reports and recommendations for improvement are provided to each student. The ultimate goal is to enhance skills that are important in life and work through the use of the "Assessment Center Approach", which must more than just an academic assessment center.

Answer the following for all of the courses you listed above (collectively). So for example if you list 3 courses you will provide the projected annual enrollment for all 3 courses combined. To calculate annual revenue multiply the annual enrollment by the fee cost per student.

Projected Annual Enrollment: 150 Fee amount per student: \$60.00 Annual Revenue: \$9,000.00

Do all students in each of these courses have to pay the course fee? YES (if not, explain who will pay the fee)

Academic Program Fees (Only complete this section if you are proposing a program fee.):

Which academic program will this fee support? _____

Answer the following for the program you listed above. Annual enrollment would be the number of students paying the fee in a given academic year. To calculate the annual revenue multiply the annual enrollment times the number of semesters the fee must be paid annually. IF the fee is paid only once upon acceptance into the program then annual enrollment would be the expected number of new students annually.

Projected Annual Enrollment: _____ Fee amount per student: _____

How often will a given student have to pay the fee?

Only once (when the student is accepted into the program)

Each semester the student is enrolled in the program

Once per year
Which semester? _____

Special Course and Academic Program Fee

Application Form

Is summer term included? _____

Annual Revenue: _____

Do all students enrolled in this program have to pay the fee? _____ (If not, explain who will pay the fee)

Special Course and Academic Program Fee

Application Form

HOW THE FEE REVENUE WILL BE SPENT

The fee will pay for skill-based simulations, which are diagnostic tools to identify students' developmental needs to diagnose strengths and weaknesses and to provide developmental plan for those areas in which the students' need improvement. The assessment itself takes 2.5 hours to complete, and the skills that will be evaluated are

- Decision-Making
- Teamwork
- Communication
- Leadership Initiative and Ethics
- Planning and Organizing
- Attention to Detail
- Prioritization
- Writing Quality

There will be two administrations, once at the beginning of the program and one at the end. The first administration will let students know which skills on which they must focus while in the MBA program. The second administration will occur at the end of the program to provide students feedback on how they have improved, can continue to improve, and to use the results while applying for jobs. The results will also be used to improve instruction across courses.

This approach is being successfully used by numerous universities, such as Emory University, Kennesaw State University, DePaul, St. Louis University, Cal State San Marcos, Sal State Fresno University, University of Maryland, Bloomsburg University, Western Connecticut State University, Lipscomb University, LaSalle University, Indiana University, and Valparaiso University.

JUSTIFY WHY THE PROGRAM'S DEPARTMENT/COLLEGE BUDGET CANNOT SUPPORT THESE EXPENDITURES.

The College of Business does not have sufficient funds to purchase these services. In addition to the budget cuts experienced throughout the university (this year an 8.8% reduction and an additional \$500,000 reduction next year), starting July 1, 2016 the College of Business program fees were eliminated, resulting in a 45% reduction in non-salary related budget items for the College of Business budget. Improving students' skills while budgets are cut and positions are eliminated can be an insurmountable endeavor, and students should not have to suffer.

BENEFIT THIS REVENUE WILL PROVIDE TO THE STUDENTS WHO ARE PAYING IT

This approach will benefit students in several ways.

First, students will be exposed to important skills that employers seek and skills that apply to life in general and will be able to focus on their development.

Second, Students will receive a development al plan, recommendations for improving the skills in which they are weak and how to maintain skills that are strong. Students will create a development plan based on the assessment center results, which will include goals for improving deficiencies utilizing coursework and other activities.

Special Course and Academic Program Fee

Application Form

Third, the College of Business will use the Assessment Center data to modify coursework and teaching methods to further benefit the students and better prepare them for the workplace. It will also reinforce the skills learned and discussed in class. The technique will provide normative data, allowing students to compare their skill levels with that of their peers.

Fourth, it will benefit students when they apply for a job or a promotion. Students will be encouraged to include Assessment Center participation in their resumes. This will communicate to employers that skills which they seek in employees and job applicants have been assessed in our students by a standardized, relevant, reliable and valid technique. It is expected that the last assessment will provide evidence to the employer that they have the necessary skills to succeed and perform on the job.

Once students participate in this simulation, they will quickly see that the benefits far exceed the preliminary costs.

IF YOUR REQUEST IS DENIED DESCRIBE WHAT IMPACT THIS WILL HAVE ON YOUR PROGRAM.

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OTHER FEES REQUIRED TO SUPPORT THE SAME PROGRAM(S)

No other fees are required.