

Student Fee Advisory Committee

Meeting Minutes
Friday, March 11, 2011

Present: Aaron Tso, Elaine Won, Natalie Goudarzian, Jason Lee, Clara Schultheiss, Andres Gonzalez, Erin Kelly, Sandy Jones, Payel Chowdhury

Absent: Justin Chung, David Curry, Nidal Zmily, Sitara Nayudu

Staff: Karen Mizumoto

- 1) Meeting called to order.
- 2) Minutes from March 4, 2011 meeting approved.
- 3) Future meeting times
 - a) Aaron will send out an email to put hold on schedules from 12:00 to 2:00.
 - b) The committee will consider establishing a permanent meeting time, and will consider revising SFAC Charter/Guidelines for meeting times.
- 4) Funding Recommendations
 - a) Karen will contact Cross Cultural Center and Veteran Services to see if they can utilize partial FTE funding as recommended by the committee.
 - b) Career Center programming funding will be increased by \$214 to use up funds available to allocate for 2011-12.
- 5) Course Materials and Services Fee (CMSF) proposals
 - a) Biological Sciences/Ecology and Evolutionary Biology
 - i) The Department of Ecology and Evolutionary Biology proposes a \$40.00 CMSF for E184-Insect Diversity.
 - ii) The fee will support consumables used for insect dissection exercises in labs and one overnight weekend field trip (campground fees, vehicle rental, fuel, etc.).
 - iii) Survey feedback showed student taking course support the fee and found the field trip to be beneficial to their course experience.
 - iv) Based on student feedback and because it is an optional course, a motion is passed by the committee to recommend approval of the \$40.00 fee.
 - b) Physical Sciences/Earth System Science
 - i) The Department of Earth System Science proposes a \$10.00 CMSF for ESS 7-Insect Diversity.
 - ii) The fee will support consumables used in lab exercises/experiments and field trips to local areas to observe the local geology.
 - iii) The majority of students responding to the survey did not support the fee for a variety of reasons including some who felt the local field trips did not provide a significant supplemental educational experience and felt the trips should be eliminated from the curriculum instead of charging a fee to cover the costs.
 - iv) The committee feels there was a qualitative difference between the field trip experience in the ESS 7 course in contrast to the EEB E184 course based on the student feedback and the field trips don't seem beneficial to the students enrolled in

- the course. The committee also feels the department should be able to cover the cost of \$10.00 per student. If the fee were optional, the committee may support it.
- v) A motion to not recommend approval of the CMSF for ESS 7 is passed.
- c) Engineering/Mechanical and Aerospace Engineering. The Department of Aerospace Engineering proposed CMSF for the following courses:
- i) E98 1A – Freshman Project Engineering: decrease of currently approved fee of \$185.00 to \$100.00.
 - (1) Student interest in the course is growing and although the fee does not currently cover the actual costs of the course, the department anticipates as enrollments continue to grow, some costs can be shared by more students and the cost per student will decrease in the future.
 - (2) A motion is passed to support the decrease of the E98 1A fee to \$100.00.
 - ii) E98 2B – 2nd Year Project Engineering: the department proposes a new course fee similar to the \$100.00 fee for E98 1A.
 - (1) E98 2B is the equivalent of E98 1A for second year students (E98 1A is only open to freshmen students).
 - (2) The course fee will cover the costs of microprocessor controllers, electrical supplies, personal safety equipment and specialized electronic assembly training.
 - (3) The committee agrees to support the approval of the fee to be consistent with the fee for E98 1A. A motion is passed to recommend approval of the \$100.00 CMSF for E98 2A.
 - iii) MAE 150L – Mechanics of Structures Lab: the department proposes a new fee of \$50.00.
 - (1) Course Fees will cover the costs of \$25.00 per student for consumable testing components, electrical supplies, strain gauges, personal safety equipment, specialized electronic assembly training, and \$25.00 per student for licenses for the Ashby software.
 - (2) According to the CMSF guidelines, fee revenue must not be used to cover the costs of licenses for commercial software unless the students retain the licenses after completing the course.
 - (3) The committee supports use of the fee for the consumables and supplies, personal equipment and specialized training, however, the committee does not support the use of the CMSF for the Ashby licenses based on the CMSF guidelines and because the software is used by all students in the School of Engineering.
 - (a) A motion is passed to recommend approval of a \$25.00 CMSF for MAE 150L.
 - iv) MAE 195 – 3rd Year Project Design I, II, III: the department proposes a new fee of \$160.00.
 - (1) MAE 195 is a 3rd year engineering project development course being offered for the first time and serves as preparation to the Senior/4th year MAE 189 Racecar Engineering project course.
 - (2) The fee will cover the costs of materials and parts to design and fabricate the electric drive and control system for a racecar, purchase of personal safety equipment, specialized electronic assembly training, specialized machining and fabrication training.

- (3) A motion to recommend approval of the \$160.00 is passed, however the committee would also like to acknowledge the high cost of the fee for students and recommends that the department find ways to reduce costs or find other sources of funding, acknowledge it is a high cost for students.
 - v) MAE 189 – 4th Year Special Topics, I, II, III: the department proposes a new fee of \$160.00 for all sections of MAE 189. A fee of \$160.00 was approved for fall 2010 for the Racecar Design section of MAE 189 I, II, III; the department proposed to expand the CMSF for the remaining sections of the course.
 - (1) The majority of students providing feedback regarding the proposed fee were not supportive of the fee. However, it was also noted by the committee that some students, including non-majors, elect to enroll in these courses and have found the design and competition processes that are part of these courses to be additionally beneficial experiences not normally experienced in regular classroom or lab courses.
 - (2) The committee acknowledges the students concerns and the high cost of the fee, however also believes there should be consistency across all of the sections in the course.
 - (3) The committee also recommends the department find ways to reduce costs or find alternative sources of funding to cover the costs of the course.
 - (4) A motion is passed to recommend the approval of a \$160.00 fee for all MAE 189 I, II, III sections with comments regarding high cost to students.
 - d) The committee would like to consider drafting a general state regarding CMSF for financial aid calculations and the cost of attendance, and suggest that Financial Aid revise the “books and miscellaneous” calculation for students enrolled in departments with generally high CMSF.
- 6) Meeting adjourned.