Special Course and Academic Program Fee

Application Form

Signature Page

Prepared By:						
Dusc	onione	Susan Tusing Printed Name			<u>8/26/15</u> Date	
Signature						
	iate Dean and Dean of t pplication Form by the S					to
Chair/Associate	Dean/Associate VPAA	4-26-15	College	Dean (if applicable)		Deans
Signature		Date	Signati	ıre	Date	Signatur
By signing you a	re indicating that you ag	gree to this fee o	or a revised	version of this fee.		required
Chair of the Spec Signature	cial Course and Academic	c Fees Advisory C — — — Date	Committee:			
Provost						
Signature		Date				
President			29			
Signature		Date				***
After Approved I	by President Submit Form	n to Budget Offi	ce with any	revisions made.		
Fund	Department	Program	III-IIII981909-	Class	Accounts	
	1.4%		E2.			

Committee Comments: There is frequently revenue remaining in this account. The budget manager is aware of this and has reduced the number of courses that charge the fee. That change occurred in Jan. 2015 and is effective FY2016. We do not anticipate there to be significant revenue remaining in FY16 due to this reduction. We approve the fee.

MEMORANDUM

To: Special Course and Academic Program Fee Advisory Committee

From: Susan Tusing, Chair, Department of Visual and Performing Arts

Re: Art Fee ("Communicative Arts Fee") Audit and Request for Renewal

Date: August 26, 2015

As chair of the Department of Visual and Performing Arts, I am responsible for managing the Art fee budget. I have attached to this memo the following documents regarding the Music fees for FY 2014:

SCAPFA Review Form

- SCAPFA Fee Application Form (for renewal of Music Fees)
- Revenue Summary Report
- Detailed Budget Report
- Expenditure Detail (spreadsheet)

The course fee for Studio Art courses (Drawing, Painting, etc.) is \$40 per course. In FY 2015, the revenue for this fee was \$1600, and the total expenditure was \$158.84. This is, of course, a significantly small expense to revenue ratio. During the 2014-2015 academic year, Professor Alan Xie and I discussed the use of the Art fees and determined that the course that makes most use of Art fee revenue and for which we should still assess a course fee is the Oil Painting course (ART 3001). In spring 2015 we requested of the (then) Special Fee Committee to discontinue the course fee for the drawing and design courses in FY 2016 (but continuing the fees for the Oil Painting course).

The \$40 fee is adequate for the Oil Painting course. Revenue from this fee goes toward painting supplies and equipment and for periodic hazardous waste removal (oil paint, oily rags, etc.)

Special Course and Academic Program Fee

Application Form

Date of Application: 8/26/15							
College/Department: Visual and Per	forming Arts (College of Arts and Scien	ces)					
Parinter - Afair -							
Fee Name:Communicative Arts	Fee (Art fee)						
Choose one of the following:	0.5144 6 44 4 49 4						
Newly proposed fee	Existing fee that will change (increase/decrease/eliminate) Indicate which situation applies	Reapplication of an existing fee that will not change					
Choose one:							
Academic Program Fee Supplem	ental Course Material or Laboratory Fo	ee					
	*						
<u>Supplemental Course Material or Laboratory Fees (Only complete this section if you are proposing a course fee.):</u> List the courses for which this fee will apply:							
List the courses for which this fee will be	ippiy.						
ART 3001							
Answer the following for all of the cou	rses you listed above (collectively). So	for example if you list 3 courses you					
will provide the projected annual enrol	-	alculate annual revenue multiply the					
annual enrollment by the fee cost per s	tudent.						
Projected Annual Enrollment: 10	Fee amount per student: <u>\$40</u>	Annual Revenue:\$400					
Do all students in each of these courses have to pay the course fee? <u>yes</u> (if not, explain who will pay the fee)							
Academic Program Fees (Only complete	te this section if you are proposing a p	rogram fee.):					
Which academic program will this fee s							
Answer the following for the program y		ould 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:	·						
How often will a given student have to Only once (when the student is	Each semester the student is	Once per year					
accepted into the program)	enrolled in the program	Which semester?					
	Is summer term included?						
Annual Revenue:							
Do all students enrolled in this program	n have to pay the fee? (If not,	explain who will pay the fee)					