

MEMORANDUM

To: Special Course and Academic Program Fee Advisory Committee

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

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 Performing Arts (College of Arts and Sciences)

Fee Name: Communicative Arts Fee (Art 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
- 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:

ART 3001

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: 10 Fee amount per student: \$40 Annual Revenue: \$400

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)