STUDENT FEE ADVISORY COMMITTEE MEETING

A-239 Murphy Hall

Tuesday, January 13, 2015

**Attendees Present:**

**Graduates:** **Theresa Stewart (Chair), Erik Peña, Nicole Robinson, Michael Soh**

**Undergraduates: Moneel Chand, Alexia Gonzalez, Janay Williams, Angela Yip**

**Faculty: Thomas Vondriska, Associate Professor**

**Administration: Maureen Wadleigh, Associate Director, CRA**

**Christine Wilson, Director, GSRC**

**Advisor: Marilyn Alkin**

 **Rebecca Lee-Garcia, Academic Planning and Budget (Ex-Officio)**

**Absent: Nancy Greenstein, Director of Police Community Services**

**Call to Order:**

The meeting was called to order at 2:02 p.m.

1. **Approval of Agenda**
	* 1. A motion was made by ***Michael Soh*** to approve the 1/13/2015 agenda and seconded by ***Erik Peña***. The vote passed unanimously.
2. **Review of Handouts**
	* + 1. Course Material Fee Letter
			2. Rubric templates for Unit Review and Funding Request
			3. SFAC Minutes from 1/06/15
3. **Review of Minutes**
	* 1. A motion was made by ***Angela Yip*** to approve the 1/06/2015 minutes and seconded by ***Janay Williams***. The vote passed with six votes. ***Christine Wilson*** and ***Thomas Vondriska*** abstain from voting.
4. **Course Material Fee Letter Review**
	* 1. ***Theresa Stewart*** and ***Michael Soh*** requested that SFAC review the recommendation letter they drafted to send to the Chancellor regarding the request for Neuroscience 102.
		2. ***Rebecca Lee-Garcia*** and ***Thomas Vondriska*** requested that the letter explains the reasoning why $45 was recommended.
		3. ***Angela Yip*** explained that the fee included line items students would already own because students purchased these items for previous classes. Those line items include goggles and lab coat cleaning services. Also, students in the STEM fields already pay high course material fees for other required courses.
		4. ***Maureen Wadleigh*** requested that language in the last paragraph should be changed from “fee increases” to “course material fees.”
		5. ***Michael Soh*** made changes and additions to the letter.
		6. ***Angela Yip*** moved to approve the letter to be sent to the Chancellor, and seconded by ***Moneel Chand.*** The vote passed unanimously.
5. **Template Unit Review/Funding Request Subcommittee**
	* 1. ***Janay Williams*** explained that unit review subcommittee created a rubric system which included the 8 questions from the unit review. They created a 2 or 3 scaled number system which signifies the colors red, yellow, and green. Red signified that the question was not sufficiently answered and required follow up with the unit. Yellow signified there were some concerns and further information/missing data would be requested from the unit. Green signified that the responses were sufficient. ***Thomas Vondriska*** asked if any answers could receive a 0. ***Theresa Stewart*** clarified that these scales do not indicate rating of preference to approve requests, rather they signify if the responses provided sufficient information.
		2. ***Maureen Wadleigh*** explained that the first 5 questions addressed background information about the unit. The last 3 questions were considered more important because it has more weight in funding request decisions.
		3. The Funding Request subcommittee will meet after today’s SFAC meeting.
		4. ***Moneel Chand*** sent a draft rubric the Funding Request subcommittee is working on which includes a metric system to rate the requests. Questions from the Funding Request form were included as well as questions from last year’s rubric. It is expected that subcommittees will complete a matrix for each request they review. ***Theresa Stewart*** suggested that the Funding Request matrix should closely align with the Unit Review matrix.
		5. Further discussion on the rubrics will continue on next week’s meeting.
6. **CSF Planning**
	* 1. The CSF meeting from February 21-22, 2015.
		2. ***Theresa Stewart*** will block rooms at Hotel Angeleno and contact the CSF organizer to request expected attendance numbers.
7. **Announcements**
	* 1. ***Theresa Stewart*** be meeting with the Vice Chancellor of Student Affairs today to find out what are Student Affairs priorities for SFAC to consider. They will also discuss the status of CAPS and the mental health committee developed by the Chancellor.
		2. SFAC decided to move their winter quarter meetings from 2-4pm to 3-5pm in order to include all SFAC members.
		3. SFAC will invite Glyn Davies to attend the next meeting to hear about his view on the Governor’s perspective regarding the tuition increase.
8. **Adjournment**
	* 1. Motion was made by ***Moneel Chand*** and seconded by ***Janay Williams*** to adjourn the meeting. This vote passed unanimously.
		2. Meeting was adjourned at 2:49pm.