STUDENT FEE ADVISORY COMMITTEE MEETING

A-239 Murphy Hall

Wednesday, December 03, 2014

**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 (Faculty Rep)**

**Administration: Christine Wilson, Director, GSRC**

**Maureen Wadleigh, Associate Director, CRA**

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

**Advisor: Marilyn Alkin**

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

**Call to Order:**

The meeting was called to order at 4:04 p.m.

1. **Approval of Agenda**
	* 1. A motion was made by ***Nancy Greenstein*** to approve the 12/03/2014 agenda and seconded by ***Nicole Robinson***. The vote was unanimous.
2. **Review of Handouts**
	* + 1. Student User Fee
			2. Course Material and Service Fee
			3. Unit Review/Funding Request Letter
3. **Review of Minutes**
	* 1. A motion was made by ***Alexia Gonzalez*** to approve the 11/19/2014 minutes as amended and seconded by ***Nancy Greenstein***. The vote was unanimous. One person abstained to vote due to absence.
4. **Student User Fee**
	* 1. Both Student User Fee and Course Material Fees applications are submitted to the Academic Planning and Budget department. If appropriate within policy and completed, ***Rebecca Lee-Garcia*** presents to SFAC. SFAC votes and submits their letter of recommendation to Chancellor. Chancellor makes his decision and sends letter back to SFAC.
		2. Student user fee - A user is a fee only charged to individuals who use a specific program or service, or to individuals purchasing certain supplies. This policy applies to fees charged to students for programs, service or supplies, where students are the primary or a significant portion of the intended user group or audience. This policy also applies to fees charged in any program receiving permanent Student Services Fee funds. This policy applies only to voluntary user fees charged to individual students enrolled at UCLA.
			1. Examples from previous years include conferences, fees used for classes, optometry, and travel from the Dashew center. Departments must go through this formal process because it charges students.
			2. Two main part of student user fees: Enrolled students make up the primary user group or audience and it must be a voluntary fee.
			3. Does not apply to mandatory fees and course material fees and a list of other items.
5. **Course Material Fee**
	* 1. Applies to courses on campus. “Course materials and services” are defined as materials, supplies, tools, or equipment which are consumed, retained or used by the student, or other materials or services necessary to provide a special supplemental educational experience of direct benefit to the student.
			1. Examples of applications come from science classes including chemicals and gloves, professors took students to field trips that would benefit the students.
			2. With larger classroom sizes, there is a need for more materials. The fee prevents university from cutting the course.
		2. Once this is approved, it is a reoccurring charge every time this course is offered.
		3. ***Angela Yip*** asked if there was a cap to the maximum funding towards course materials fee. There is no cap, only need to prove that there is a need. She also asked how many classes charge a course material fee.
			1. ***Rebecca Lee-Garcia*** stated that this information is on the Registrar’s website but mostly science based classes charge fees.
6. **Student User Fee Application- Department of Statistics- “DataFest”**
	* 1. Propose a $15 fee per person. Need to establish this fee due to increase of costs for clean-up, meals, snacks, prizes and t-shirts for 200 students. Also, the user fee would discourage students from registering and not attending the event which has been a problem in the past with unnecessarily increased meal and snacks costs.
		2. 3 sources of revenue. Dean, donor, and student user fee. Increase costs due to increased participation.
		3. ***Christine Wilson*** stated that she could not locate StatsClub as a registered student organization which would receive funding from SOLE. She thinks it’s a good idea and price and favors departments being involved with student groups. Not sure that this department is working with a true student group since it is not a registered student group. ***Christine Wilson*** is worried that the department is using the student group as a way to apply for this other source of funding.
		4. ***Erik Peña*** found a Statistics Student Association that is registered but the name is not consistent with the name on the application.
		5. ***Angela Yip*** is concerned that this request is a new need, since last year they were able to fund.
			1. ***Janay Williams*** thinks it's just trying to get the students to pay for an event.
			2. ***Christine Wilson*** stated that it's a student event the department is trying to actualize.
		6. ***Thomas Vondriska*** wonders why it matters if they are a registered student organization. Sounds like this event involves core expertise of the department (faculty). In his grad program- students invite faculty to participate to provide leverage for other people they invite to do lectures but they are not student groups. The faculty are intimately involved when inviting people to join the event.
		7. ***Nicole Robinson*** stated that they don't know how many people would show up and the wasted food and meal planning.
		8. ***Maureen Wadleigh*** wonders about the sustainability of this program. She doesn't see that they will be earning much revenue through this fee.
		9. ***Theresa Stewart*** worries that this establishes the precedent to allow student organization to start using this user fee process by way of using collaborations with departments.
		10. ***Angela Yip*** was confused why it would make other departments come to SFAC for user fees
			1. Creates another funding source. If a student organizations has an idea/event, they can ask the department to request the user fee instead of going through the student organization process and policies.
			2. ***Christine Wilson*** asked if this partnership was bad thing. She supports the idea that departments will partner with more student organizations.
		11. ***Alexia Gonzalez*** asked if the group is not a registered student organization, how that affects SFAC’s decision.
			1. ***Nicole Robinson*** thinks they should register as a student organization. She believes they just formed the group and started the event and just didn't register as a group. She also thinks that the fee is good way to secure commitment for student attendance.
			2. ***Theresa Stewart*** thinks that if they become a registered student organization, they can eliminate the user fee.
			3. ***Maureen Wadleigh*** thinks it may be more complicated for departments if they start receiving funding from SOLE which puts the responsibility on the students to organize than the event rather than the department.
		12. ***Rebecca Lee-Garcia*** said it wouldn't change their funding source
		13. ***Theresa Stewart*** compiled a list of questions to send back to the department.
7. **Compensation Sub Committee**
	* 1. ***Angela Yip*** stated that the committee has not met since SFAC’s last meeting due to Thanksgiving break. The committee will review and create a draft to have SFAC review.
8. **Unit Review/Funding Request Subcommittee**
	* 1. ***Theresa Stewart*** sent the Unit Review Letter out to the Vice Chancellors last week and will send a follow up email.
		2. SFAC will need to start to plan and develop how they will review requests. SFAC will need to update last year’s rubric for the Unit Review and create a rubric for the Funding Request.
		3. SFAC will divide into four groups of 3 and receive a number of requests to review and report back to the committee. Groups are encouraged to use the rubrics and provide comments for all sections. Each group/subcommittee are viewed as guides of their requests and are knowledgeable of the pros and areas of concerns.
		4. ***Theresa Stewart*** will send out a calendar of the process of reviewing requests.
9. **Announcements**
	* 1. Winter quarter meetings still need to be decided. Not all students have completed enrollment.
10. **Adjournment**
	* 1. Motion was made by ***Nicole Robinson*** and seconded by ***Angela Yip*** to adjourn the meeting. This vote was unanimous.
		2. Meeting was adjourned at 5:18pm.