FAU
BOARD OF TRUSTEES
Florida Atlantic University

Item: AF: A-1

AUDIT AND FINANCE COMMITTEE

Thursday, February 16, 2012

SUBJECT: REQUEST FOR APPROVAL OF MATERIALS AND SUPPLIES FEES (FEES FOR NEW COURSES AND INCREASES IN EXISTING FEES).

PROPOSED COMMITTEE ACTION

Review and recommend approval of the requested new fees and increases to existing fees for courses as noted to the Board of Trustees.

BACKGROUND INFORMATION

Florida Statute provides to the Board of Trustees authority to set Materials and Supplies Fees, which help to offset the cost of materials and supplies that are "consumed in the course of the student's instructional activities, excluding the cost of equipment replacement, repairs, and maintenance." These fees apply only to students who enroll in the specific course for which fees have been approved. Fees are noted in the schedule of classes to inform students prior to their registration. Fees noted as "new" refer to both new courses added to the curriculum and to existing courses recommended for the first time.

Florida Atlantic University employs a rigorous process to review each request for conformity with the intent of the statute. Funds are segregated in specially-designated accounts that can be used only for the purposes outlined in statute. These funds are subject to audit by the Office of the Inspector General.

IMPLEMENTATION PLAN/DATE

Beginning with Summer 2012 Term.

FISCAL IMPLICATIONS

None. Revenues and expenditures will balance.

Supporting Documentation: Materials and Supplies Fees Request for 2012-13

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Materials and Supplies Fees Request for 2012-13

Background

Florida's K-20 Education Code [FS 1009.24 (12) (g)] states that *"Each university board of trustees is authorized to establish the following fees: …Materials and supplies fees to offset the cost of materials or supplies that are consumed in the course of the student's instructional activities, excluding the cost of equipment replacement, repairs, and maintenance."* The following is submitted to establish material and supply fees for select courses.

Process

Annually, in the month of December, the Office of the Provost issues a call to each academic unit, through the Office of the Dean, to submit requests for materials and supplies fee changes for the following year, in this case 2012-13. These requests ask the academic unit to list the required supplies and materials, their cost, and the expected enrollment in the course in order to calculate a per student share of those costs. Upon return to the Office of the Provost, the requests are reviewed carefully to ensure that they comply with the intent of the statute, i.e., only consumable supplies are included in the cost basis. Funds from this fee are segregated in dedicated auxiliary accounts. These accounts are monitored by the Budget Office and are subject to audit by the Office of the Inspector General.

Dorothy F. Schmidt College of Arts and Letters		**Current Lab Fee**	**Proposed Lab Fee**
PGY 2800C	Digital Photography 1	$ 15.00	$ 30.00
PGY 4822C	Digital Photography 2	$ 15.00	$ 30.00
PGY 3821C	Applied Dig. Photography	$ 15.00	$ 30.00
PGY 4420C	Advanced Photography	$ 15.00	$ 30.00
PGY 4440C	Topics Photography	$ 15.00	$ 30.00
ART 4405C	Topics Printmaking	$ 15.00	$ 35.00
ART 3402C	Printmaking 3	$ 15.00	$ 35.00
ART 4403C	Adv. Printmaking	$ 15.00	$ 35.00
ART 2751C	Ceramics Beg. Wheel	$ 15.00	$ 35.00
ART 2752C	Ceramics Int. Wheel	$ 15.00	$ 35.00
ART 3764C	Ceramics Handbuilding	$ 15.00	$ 35.00
ART 4761C	Ceramics Int. Handbuilding	$ 15.00	$ 35.00
ART 4782C	Advanced Ceramics	$ 15.00	$ 35.00
ART 4785C	Clay and Glazes	$ 15.00	$ 35.00
ART 4930C	Topics: Ceramics	$ 15.00	$ 35.00
ART 4955	Senior Seminar	$ 15.00	$ 30.00

		Current	Proposed
School of Communication and Multimedia Studies:		**Lab Fee**	**Lab Fee**
DIG 3110	Fundamentals of Multimedia	New	$ 20.00
DIG 4412	Narrative Video Production	New	$ 20.00
College of Education			
PET 4351L	Exercise Physiology Laboratory	$15.00	$ 65.00
College of Engineering and Computer Science			
Computer and Electrical Engineering and Computer Science:			
CDA 3201C	Intro to Logic Design	New	$ 25.00
EEL 3118	Laboratory 1	New	$ 35.00
Charles E. Schmidt College of Medicine			
PCB 6933	Molecular Biology Laboratory Techniques	New	$ 70.00
Christine E. Lynn College of Nursing			
NUR 3119L	Nursing Situations in Practice: Health Assessment and Technological Caring	New	$115.00
Charles E. Schmidt College of Science			
Biological Sciences:			
BSC 4633L	Marine Ecology	New	$ 15.00
OCB 4032L	Marine Biodiversity	New	$ 10.00
OCB 4525	Marine Microbial and Molecular Biology	New	$ 70.00
OCB 4402	Functional Biology of Marine Organisms	New	$ 15.00
BSC 4930	Ocean Discovery	New	$ 30.00
Geosciences:			
GLY 6838	Methods in Hydrogeology	New	$ 45.00
Physics:			
PHY 2048L	General Physics 1 Lab	$15.00	$ 35.00
PHY 2049L	General Physics 2 Lab	$15.00	$ 40.00

Notes and Explanations

Art and Graphics courses: Proposed lab fee increases represent a recalculation of the cost of materials in these courses at current market rates. It is estimated that 438 students will enroll in these courses in 2012-13 and fees will generate $14,314 in revenues to be applied to these material and supply costs.

Multimedia and Video Production Courses: The proposed lab fee includes the cost of electronic production materials used by students in these courses. Expected enrollments of 86 students will generate $1,720 in 2012-13.

Exercise Physiology Lab: The proposed increase in materials and supplies fees represents a recalculation of the costs of materials and the addition of state-of-the-art teaching methods employing new performance testing techniques (enzyme-linked immune-sorbent assay or ELISA). Expected 2012-13 enrollments of 384 will generate $24,960 to cover the material costs of this laboratory course.

Electrical Engineering Labs: These proposed fees cover the costs of logic boards and circuitry materials that students use in completing lab design/build projects. Expected enrollment of 455 students in logic design will generate $11,375 and 92 students projected to enroll in Laboratory 1 will generate $3,220 to provide materials consumed in that lab.

Molecular Biology Laboratory Techniques: This proposed fee covers the cost of cloning kits, enzymes and markers, and supplies. Expected enrollment of 8 students will generate $580.

Nursing Practice: This lab fee provides for student licenses (subscription fee) for hands-on use of patient case management and electronic health records software, which is essential to their training as effective 21st century health professionals. Expected enrollment of 80 students will generate $9,200.

Biological Sciences: These lab fees cover the costs of supplies used in field work in courses associated with courses held at Harbor Branch Oceanographic Institute and surrounding marine environments. Expected enrollment of 55 students will generate $1,820.

Geosciences: The lab fee requested will be used to purchase equipment for field exercises that are an integral part of training in hydrogeology. Funds will be used for materials used in the construction of wells and for materials and supplies used in water sampling and water quality analysis. Expected enrollment of 12 graduate students should generate $540.

Physics: The proposed increase in fees for general physics labs consists of increased costs and the addition of supplementary lab manuals, materials used in hands-on experimentation and testing, and a "take home" physics lab (computer software and kit) to be used by students in completing assignments. These labs each are expected to enroll 1000 students thereby generating $35,000 in general physics 1 lab and $40,000 in general physics 2 lab.