1. Review and Approve Minutes
   a. September 23, 2022 Minutes
   b. October 7, 2022 Minutes

2. Proposals
   a. IRA/SSF Policy Review

3. Actions Items
   a. Category III Fee (Course Fee) Requests
      i. NURS 501L
      ii. NURS 655
      iii. NURS 657
   b. Approve Final Imperial Valley Student Success Fee Voter Pamphlet

4. Informational Items
   a. None

5. New Business

6. Public Comment

7. Reminder – Next Meeting Date – Friday, November 4, 2022 at 11:00 A.M. via Zoom
The meeting was called to order at 11:04 A.M. by Katie Robinson, CFAC Chair.

Review and Approval of September 9, 2022 Meeting Minutes

Robinson asked if there were any questions or comments for last meeting’s minutes before the committee moved to approve. There were none. Savanna Schuermann motioned to approve. Sophia Koch seconded the motion. Meeting minutes were approved unanimously.

Proposals

a. None

Action Items

a. Imperial Valley Student Success Fee Draft Ballot Language

Robinson introduced the Imperial Valley Student Success Fee draft ballot, which had been reviewed by the referendum subcommittee. The draft ballot needed to be approved so the information could be shared with students who wished to submit pro/con statements to be included in the final voter ballot. There were a few language and formatting edits to clarify the number of additional course sections, as well as the impact to SDSU San Diego students. Robinson and Crystal Little explained how the fee is enrollment-based so as more students are enrolled there are more funds generated to support the activities outlined in the fee. There was a question about how the new courses would be determined and Mary Anne Kremicki responded that it is part of a collaborative process to assess need and address bottlenecks. Shawki Moore asked Jazmyn Horton-Alvarado if she felt there was a need at SDSU Imperial Valley for additional course sections. She responded that there are many programs with waitlisted courses which presents challenges for students planning their schedules. Robinson requested a motion to approve the Imperial Valley Student Success Fee draft ballot. Kremicki moved to approve, and Rashmi Praba seconded. The motion passed unanimously.

Informational Items

a. Membership Update

One of the members on CFAC was the Vice President for Research & Innovation or their designee; this spot will now be filled by the Vice President of Information Technology or their designee.
b. GSHIP Update

Libby Skiles returned to share an update on the Graduate Student Health Insurance Program Fee. In response to the committee’s request to maximize communication with students, Skiles shared the anticipated implementation timeline for the program, and the current communication plan. The communications push for spring enrollment will begin in the end of November. The final opt-out deadline is after the add/drop period to be able to accommodate enrollment changes and allow students a final opportunity to opt-out once fees hit student accounts. Communications will include website updates, email and text message reminders, robocalls, and direct calls. Additionally, communications will include access to Covered California enrollment services, as well as other health insurance coverage options. The GSHIP team is also working with campus partners to establish a consultative advisory body to give regular input on GSHIP.

Requests
a. None

New Business
a. None

Public Comment
a. None

Robinson adjourned the meeting at 11:59 A.M.

Reminder: Next meeting is scheduled for Friday, October 7th, at 11:00 A.M. via Zoom.
CAMPUS FEE ADVISORY COMMITTEE
October 7, 2022

MINUTES

ATTENDEES

Members:       Meena Alexander  Brandon Bartosh
               Mary Anne Kremicki  Hala Madanet
               Sophia Koch  Sandy Mekany
               Shawki Moore  Rashmi Praba
               Katie Robinson  Savanna Schuermann
               Satish Sharma  Mayah Taylor
               Robson Winter  Amanda Wilson

Guests:       CoCo Bazemore  Crystal Little
               Karen Macauley  Maribel Madero
               Mikhail Portnoy

The meeting was called to order at 11:02 A.M. by Katie Robinson, CFAC Chair.

Review and Approval of September 23, 2022 Meeting Minutes

Robinson asked if there were any questions or comments for last meeting’s minutes before the committee moved to approve. Savanna Schuermann wished to amend the minutes, but did not have any specific amendments to propose. Motion to table the approval of the minutes by Sophia Koch, seconded by Schuermann.

Proposals
   a. Category III Fee Requests

Robinson reviewed the sections of the CSU Student Fee Policy related to Category III or Miscellaneous Course Fees. She reviewed allowable fee ranges and uses. Karen Macauley, Director of the School of Nursing, presented proposed course fees for three courses: NURS 501L($120), NURS 655($150), and NURS 657($120). All three course fees would cover the costs associated with the standardized patient program. Standardized patients are individuals who are trained to provide real world scenarios and interactions, which cannot be duplicated with simulators. This allows future nurse practitioners to practice difficult patient interactions, such as delivering bad news prior to working with real patients. The standardized patient program also allows nursing students to show competency, which may not adequately be proven through testing. There was a question if they fees would be charged to nursing students at the Imperial Valley campus. Macauley responded that these courses are not offered at Imperial Valley, and those students travel to the San Diego campus to take the courses. It is a goal to eventually offer these courses at Imperial Valley.

Action Items
   a. None

Informational Items
   a. None

Requests
   a. None
New Business
   a. None

Public Comment
   a. Aztecs Rock Hunger

Koch shared with the committee that Aztecs Rock Hunger will begin on October 14th. The month-long event is a fundraiser to raise funds for the Jacobs & Cushman Food Bank, as well as the AS Food Pantry, and Economic Crisis Response Team. There are many student, faculty, and staff teams which will be competing and there are volunteer and donation opportunities on the website.

Robinson adjourned the meeting at 11:28 A.M.

Reminder: Next meeting is scheduled for Friday, October 21st, at 11:00 A.M. via Zoom.
Re: Proposal to Increase IRA/SSF Student Travel Reimbursement

Date: October 17, 2022

Academic Affairs and Student Affairs + Campus Diversity are proposing an increase for the IRA/SSF-ARP Student Travel and Team Identifier Reimbursement. The last increase to the travel reimbursement was in the 17/18 Fiscal Year. The rate increased from $60 per day to the current up to $80 per day.

In the 22/23 Academic Year budget for IRA is $1.5 million. The Student Success Fee Academic Related Program’s budget will reach approximately $1.6 million in available funding. These budgets should allow for the increased reimbursement rate.

Proposed: lodging reimbursement up to $100 per day, meals reimbursement up to $45 per day, team identifier up to $40/person

Current: lodging reimbursement up to $80 per day, meals reimbursement up to $30 per day, team identifier up to $30/person

Issues with current reimbursement rates

- Many proposals/students have expressed concerns that the current rate impedes on their ability to realize the proposed projects.
- Securing alternative funding source can be challenging, especially for individual students or students not associated with an organization.
- The lodging reimbursement up to $80 does not reflect current prices in the U.S. cities. According to statista.com the monthly average daily rate for a hotel in 2021 was $125.

Considerations to increase reimbursement rates

- Increase will more closely reflect current US prices for team identifier materials, lodging, and meals.
- Increase the number of opportunities for students to travel, in particular students with limited or no alternative funding source. The cost of student travel proposals will increase which will impact the number of proposals that can be funded with available resources.
Request to Establish or Revise Student Fee

Contact extension 4-4578 for assistance with completion of form. Send completed form electronically to Budget & Finance.

Name of Requestor: Karen Macauley
Organization/Department Name: School of Nursing
Requestor's Email: kmacauley@sdsu.edu
Requestor's Phone Number: 46504
Purpose or Name of Student Fee: Course fee for NURS 501L

☐ Revision to an Existing Student Fee
Proposed Revised Fee Amount:

☐ Establish a New Student Fee
Proposed New Fee Amount: 120.00
Effective Date: Fall 2023

JUSTIFICATION for new fee or to revise existing fee:

Add course fee to cover costs associated with standardized patient program. Standardized patients are individuals who are trained to provide real world scenarios and interactions, which cannot be duplicated with simulators. We will continue to use mannequins, however the addition of standardized patients will provide a greatly enhanced level of preparation for future nurses.

☐ Statement of Revenues & Expenditures is attached (REQUIRED)
☐ Additional documentation is attached (attached additional documentation as necessary to justify proposed fee)

Please refer to SDSU Fee Policy & Procedures tab for further information and guidance.

APPROVALS:

Karen Macauley
Requestor
8/25/2022
Provost or Vice President

Steven P. Hooker
Dean/Administrator
9/26/2022

Budget & Finance Use Only

Fee Category:
☐ Category II
☐ Category III
☐ Category IV
☐ Category V

Action Items:
☐ Student Fee Referendum/Alt. Consultation
☐ CFAC recommendation
☐ President's Approval
☐ Chancellor's Office Approval
☐ President's Approval
☐ CFAC Information Item

Budget & Finance
Date

REVISED MAR 11
## Request to Establish or Revise a Student Fee

Contact extension 4-4578 for assistance with completion of form. Send completed form electronically to Budget & Finance budget@mail.sdsu.edu

**Purpose or Name of Student Fee:** Course fee for NURS 501L

### STATEMENT OF REVENUES & EXPENDITURES

Please provide one year of current revenues and expenditures (if applicable) and two years of projected revenues and expenditures.

<table>
<thead>
<tr>
<th>Fiscal/Calendar Year</th>
<th>Actual</th>
<th>Projected Year One</th>
<th>Projected Year Two</th>
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<tr>
<td>Fee Amount:</td>
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<td>120.00</td>
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<tr>
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<tr>
<td>TOTAL REVENUES:</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
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| Faculty Salary & Benefits | | | |
| Staff/Management Salary & Benefits | | | |
| Student Salary & Benefits | | | |
| Supplies | | | |
| Services | | | |
| Equipment | | | |
| Other Standardized Patients | 0.00 | 2,400.00 | 2,400.00 |
| Other | | | |
| Other | | | |
| Other | | | |
| Other | | | |

| TOTAL EXPENSES: | $ | $ | $ |

### Additional Information:

Course fees will allow for the implementation of a standardized patient program for the School of Nursing which will greatly improve and enhance student learning outcomes. Our Nursing program has grown and includes IVC Nursing students. This will also be part of the expansion of Nurse Practitioner training. The budget indicated above will allow two events per semester with four standardized patients who will be paid $25 per hour for their service.

- Additional documentation is attached (attached additional documentation as necessary to justify proposed fee)
Request to Establish or Revise Student Fee

Contact extension 4-4578 for assistance with completion of form. Send completed form electronically to Budget & Finance.

Name of Requestor: Karen Macauley
Organization/Department Name: School of Nursing
Requestor's Email: kmacauley@sdsu.edu
Requestor's Phone Number: 46504

Purpose or Name of Student Fee: Course fee for NURS 655

Revision to an Existing Student Fee
- Proposed Revised Fee Amount: _______
- Effective Date: Fall 2023

Establish a New Student Fee
- Proposed New Fee Amount: 150.00

Justification for new fee or to revise existing fee:
Add course fee to cover costs associated with standardized patient program. Standardized patients are individuals who are trained to provide real world scenarios and interactions, which can not be duplicated with simulators. We will continue to use mannequins, however the addition of standardized patients will provide a greatly enhanced level of preparations for future nurses.

Statement of Revenues & Expenditures is attached (REQUIRED)
Additional documentation is attached
(attached additional documentation as necessary to justify proposed fee)

Please refer to SDSU Fee Policy & Procedures tab for further information and guidance.

Approvals:
Karen Macauley Requestor 8/25/2022 Date
Steven P. Hooker Dean/Administrator 9/26/2022 Date

Provost or Vice President Date

Budget & Finance Use Only

Fee Category:
- Category II
- Category III
- Category IV
- Category V

Action Items:
- Student Fee Referendum/Alt. Consultation
- CFAC recommendation
- President’s Approval
- Chancellor’s Office Approval

Date

Request to Establish or Revise a Student Fee

Contact extension 4-4578 for assistance with completion of form. Send completed form electronically to Budget & Finance budget@mail.sdsu.edu

Purpose or Name of Student Fee: Course fee for NURS 655

## STATEMENT OF REVENUES & EXPENDITURES

Please provide one year of current revenues and expenditures (if applicable) and two years of projected revenues and expenditures.

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<th>Number of Students Paying Fee:</th>
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<th>Faculty Salary &amp; Benefits</th>
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<td>Equipment</td>
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<td>Other Standardized Patients</td>
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<td>3,650.00</td>
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<tr>
<td>Other</td>
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</table>

| TOTAL EXPENSES: | - | $6,050.00 | $5,500.00 |

### Additional Information:

Course fees will allow for the implementation of a standardized patient program for the School of Nursing which will greatly improve and enhance student learning outcomes. Our Nursing program has grown and includes IVC Nursing students. This will also be part of the expansion of Nurse Practitioner training. The budget indicated above will allow two events per semester with four standardized patients who will be paid $25 per hour for their service, and one event per semester with four standardized patients who will be paid at $37.50 per hour.

□ Additional documentation is attached

(attached additional documentation as necessary to justify proposed fee)
San Diego State University

Request to Establish or Revise Student Fee

Contact extension 4-4578 for assistance with completion of form. Send completed form electronically to Budget & Finance.

Name of Requestor: Karen Macauley
Organization/Department Name: School of Nursing
Requestor's Email: kmacauley@sdso.edu
Requestor's Phone Number: 45504

Purpose or Name of Student Fee: Course fee for NURS 657

☐ Revision to an Existing Student Fee
☐ Establish a New Student Fee

Proposed Revised Fee Amount: 
Proposed New Fee Amount: 120.00
Effective Date: Spring 2023

JUSTIFICATION for new fee or to revise existing fee:
Add course fee to cover costs associated with standardized patient program. Standardized patients are individuals who are trained to provide real world scenarios and interactions, which can not be duplicated with simulators. We will continue to use mannequins, however the addition of standardized patients will provide a greatly enhanced level of preparations for future nurses.

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APPROVALS:

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<td>Karen Macauley</td>
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<td>Dean/Administrator</td>
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Provost or Vice President

Date

Budget & Finance Use Only

Fee Category:
☐ Category II
☐ Category III
☐ Category IV
☐ Category V

Action Items:
☐ Student Fee Referendum/Alt. Consultation
☐ CFAC recommendation
☐ President's Approval
☐ CFAC Information Item

Budget & Finance

Date
### Request to Establish or Revise a Student Fee

**Purpose or Name of Student Fee:** Course fee for NURS 657

#### STATEMENT OF REVENUES & EXPENDITURES

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<td>120.00</td>
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<td>Fee Amount</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Revenues</td>
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<td>2,640.00</td>
<td>2,400.00</td>
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<td>$</td>
<td>$</td>
</tr>
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| Staff/Management Salary & Benefits |        |                   |                   |
| Student Salary & Benefits |        |                   |                   |
| Supplies                |        |                   |                   |
| Services                |        |                   |                   |
| Equipment               |        |                   |                   |
| Other (Standardized Patients) | 0.00  | 2,640.00          | 2,400.00          |
| Other                   |        |                   |                   |
| Other                   |        |                   |                   |
| Other                   |        |                   |                   |
| Other                   |        |                   |                   |
| TOTAL EXPENSES          | $      | $                 | $                 |

#### Additional Information:

Course fees will allow for the implementation of a standardized patient program for the School of Nursing which will greatly improve and enhance student learning outcomes. Our Nursing program has grown and includes IVC Nursing students. This will also be part of the expansion of Nurse Practitioner training. The budget indicated above will allow two events per semester with four standardized patients who will be paid $25 per hour for their service.

☐ Additional documentation is attached

(attached additional documentation as necessary to justify proposed fee)