

**AGENDA
CFAC Meeting**

**April 28, 2017
2:00 P.M.**

Lipinsky Hospitality Center – Room SS 1608

- 1. Review and Approval of April 14th Meeting Minutes**
(Attachment 1)
- 2. Fee Requests**
 - a. Cat III Course Materials Immediate Access Fee Recommendation
(Attachment 2)
- 3. Action Items**
 - a. 2017-18 IRA Budget Proposal
(Attachment 3)
- 4. Informational Items**
 - a. SSF-ARP Fall 2017 Proposal Process & Timeline
- 5. New Business**
- 6. Public Comment**
- 7. Reminder – Next Meeting Date - Friday, May 5th, 2017 at 2:00 p.m.**
Lipinsky Hospitality Center – Room SS 1608

CAMPUS FEE ADVISORY COMMITTEE

April 14, 2017

MINUTES

ATTENDEES

Members:	David Ely Radmila Prislin Chimezie Ebiriekwe Dylan Colliflower	Tony Chung Douglas Deustchman Patty Masengale
Non-voting member:	Crystal Little	
Guests:	Dorian Diaz T'Ante Sims	Rashmi Praba

The meeting was called to order at 2:03 P.M. by David Ely, CFAC Chair.

Dr. Ely introduced the agenda and asked for any adjustments. Dr. Prislin suggested an adjustment and introduced Mr. Dorian Diaz, the newly hired Student Success Fee (SSF) Coordinator. Mr. Diaz was then given the opportunity to briefly introduce himself and give some background information. Dr. Ely then suggested that all members present introduce themselves by name and which department, group, and/or function(s) they represent.

Review and Approval of January 27th Meeting Minutes

Dr. Ely introduced the January 27th Meeting Minutes and asked for any modifications or edits – none were suggested. Dr. Prislin made the motion to approve the minutes which was seconded by Mr. Colliflower. The motion was approved unanimously.

Informational Items

a. Online BSBA General Business Degree Intent to Enroll Fee

Dr. Ely introduced the Online BSBA Business Degree Intent to Enroll Fee and explained that the Fowler College of Business will be offering an online business degree completion program starting in Fall 2017. Dr. Ely further explained that President Hirshman is authorized to approve Category V fees such as this and has approved this intent to enroll fee of \$400 for the program. Mr. Colliflower asked what the intent to enroll fees are for other programs and Dr. Ely replied that the other intent to enroll fees are \$400 as well. Dr. Prislin confirmed and added that this fee is not changing any standing practices, it is just applying them to a new program. Dr. Ely also added that this fee, like the others, is applied to toward tuition and is not a separate fee in addition to tuition. Dr. Prislin explained that the fee primarily serves as a predictor of how many students are expected in the program and the existing fees have been a good indicator of student enrollment in other programs for a number of years. Mr. Colliflower accepted the reasoning but thought the fee might be lower due to the program being conducted online. Ms. Little reminded the committee that this is a continuing education program so the overall fee structure is different than the main campus. Dr. Ely asked if there were any further questions and there were none.

b. 2017-18 IRA Budget Proposal

Dr. Ely introduced the 2017/18 IRA Budget Proposal and asked Ms. Little to further explain. Ms. Little explained that the IRA fee has been implemented over three different fee schedule processes so there are three component part of the fee [IRA I, II, and III]; the fee being discussed here is the IRA I fee (campus fee). Ms. Little mentioned that the IRA I fee has historically supported specific types of expenses with the two largest being the Academic Affairs (AA) allocation for the IRA program and the Athletics allocation for general operations and insurance. Ms. Little further explained the 2016-17 budgeted IRA figures and actual expenses through March 2017 before providing a brief overview of the 2017-18 proposed IRA budget. There is a \$30,000 increase in the overall budget which is proposed to be split between Academic Affairs and Athletics, with each receiving \$15,000.

Dr. Ely reminded the committee that the revenues are simply estimates largely driven by enrollment forecasts and that there are “off the top” commitments that are not up to this committee’s determination –

the committee is only responsible for the two aforementioned allocations [Academic Affairs and Athletics]. Mr. Colliflower asked for clarification regarding the line item for "Deductibles-Sports Clubs" and why \$3,000 was approved for the 2016-17 budget but was not committed to or included in the 2017-18 budget. Ms. Little responded that the footnote [c] addresses the issue that deductibles are no longer paid from the IRA budget and stated that the line item has been included for several years and should have been addressed sooner. Ms. Little further explained that sports clubs insurance was moved to Associated Students several years ago and it is her understanding that in the event of an actual injury, the injured student is responsible for paying the deductible. With Associated Students having taken over management of that process, it is not necessary to allocate budget to that program. Ms. Little asked if there were further questions and there were none.

Ms. Little then took the opportunity to briefly show the IRA I, II, and III fees as attached in the agenda and explained that the allocations shown for Athletics and Sports Clubs were predetermined when the fees were approved so they don't go through the process for programmatic approval. Dr. Ely added that the current IRA fee is \$187 per semester; Mr. Sims confirmed. Dr. Ely then noted that there is a projected surplus of \$6,500 for 2017-18 which could go into reserves, but that amount could fluctuate based on actual revenues and expenses with the most significant unknown being insurance premiums.

Mr. Colliflower asked if student media publications could be considered instructionally related activities under the Academic Affairs budget – specifically The Daily Aztec and KCR. Ms. Little stated that it is within the broad classification of instructionally related activities but that the funds are within Academic Affairs' allocation and Academic Affairs manages the process to designate those funds. Mr. Colliflower noted that Associated Students has been subsidizing The Daily Aztec for the past six years and he sees a problem with the newspaper having to request funding from the student government which it is supposed to hold accountable. Mr. Colliflower further explained that the newspaper was run independently for 100 years but is now leaning on the student government for funding; the funding from Associated Students was supposed to be temporary. Mr. Colliflower would like to see a broader discussion next year with more key stakeholders involved from across the campus. Ms. Little asked how much Associated Students have been funding and Mr. Colliflower responded that the costs have increased approximately \$10,000 per year with the 2016-17 funding at \$68,000 and projected funding of \$79,000 for 2017-18. Dr. Prislín asked why the costs are so high and Mr. Colliflower responded that it is a combination of rising minimum wages and declining ad revenues. Mr. Colliflower also mentioned that The Daily Aztec has been restructured to eliminate several part-time positions and now utilizes more volunteers and Associated Students have had conversations with The Daily Aztec regarding a potential merger with KCR to create a multimedia based program. Mr. Colliflower stated that The Daily Aztec has applied for Student Success Fee funding in the past, but has not been successful in its efforts. It is Mr. Colliflower's opinion that The Daily Aztec should be considered for at least partial funding under the IRA budget. Dr. Ely asked if there are any other sources of funding and Mr. Colliflower replied that to his knowledge Associated Students is the only group subsidizing the newspaper; the Journalism and Media Studies (JMS) program was approached for assistance, but the department lacks the funding to contribute. Mr. Colliflower is concerned that if The Daily Aztec ceases to exist that the JMS program will suffer as students will not be interested in the program if they must find ways to be published in external publications rather than in an on-campus publication. Mr. Sims asked if Associated Students had any ideas of how they would use the funding currently being allocated to The Daily Aztec for other programs and Mr. Colliflower replied that there are several ideas which would be flushed out more once this becomes a broader discussion. Mr. Colliflower noted that he is not opposed to a subsidy from Associated Students, but thinks sharing the cost across campus would be better. Ms. Little asked if the student workers are paid and Mr. Colliflower replied that there are currently 17-19 part-time employees in addition to full-time staff; these numbers are after continual downsizing over the past five years. Ms. Little reminded the committee that the current IRA policy would not support payroll activities for student workers and suggested that maybe ad revenue could support salaries while IRA funding could support operating expenses and equipment. Mr. Colliflower agreed that IRA funding could help support printing, supply, rent, and other related costs while Associated Students may be able to support salary costs. Dr. Ely asked if there were further questions and there were none.

Dr. Ely noted this budget proposal was not yet an action item and asked Mr. Colliflower if he could prepare a proposal for the next meeting. Mr. Colliflower was unsure of the allocation process and if he would be able to produce a viable proposal before the next meeting. Dr. Prislín suggested that Mr. Colliflower and his colleagues work with Mr. Diaz to produce a proposal and, using the IRA guidelines,

determine what costs the IRA budget can support. Ms. Little noted that such discussions can take place between Associated Students and Academic Affairs. Dr. Deutschman then asked if the proposal being discussed was to allocate [existing 2017-18 IRA] budget within Academic Affairs or to increase the allocation to Academic Affairs to which Dr. Prislin responded that it would be an increase in the proposed allocation. Dr. Ely noted that allocation of IRA reserves to fund The Daily Aztec would not be a permanent solution. Dr. Prislin stated that there are too many unknowns at this point and the committee needs to have a better idea of the expenses. Dr. Ely agreed that too much is unsettled and Mr. Colliflower and his colleagues should prepare a fully developed proposal to present at the next meeting.

Fee Requests

None

Action Items

None

New Business

None

Public Comment

None

Ms. Little reminded the Associated Students Board Members in attendance that there will be action items at the next meeting so student representatives will need to attend to achieve a quorum.

Dr. Deutschman made the motion to adjourn the meeting, which was seconded by Mr. Colliflower. The motion was approved unanimously. The meeting adjourned at 2:33 P.M.

Reminder: Next meeting is scheduled for Friday, April 28th, 2017 at 2:00 P.M. in the Lipinsky Hospitality Center – Room SS 1608

Course Immediate Access Fee Request Summary

Course#			Semester	Proposed Fee Amount	Previous Fee Amount	Date Last Approved
	Establish a New Fee	Revision to an Existing Fee				
1. CHEM 365-1	X		Summer 2017	\$80		
2. ECON 321-1	X		Summer 2017	\$110		
3. FIN 240-1,2	X		Summer 2017	\$84		
4. HIST 109-1	X		Summer 2017	\$102		
5. MATH 150-1	X		Summer 2017	\$47		
6. NUTR 313-1	X		Summer 2017	\$75		
7. PH 353-1		X	Summer 2017	\$75	\$85	11/30/2016
1. ANTH 101-1		X	Fall 2017	\$63	\$52.50	12/10/2015
2. CHEM 100-All		X	Fall 2017	\$78	\$72	11/30/2016
3. CHEM 365-1		X	Fall 2017	\$92	\$80	Summer 2017 Fee
4. CHEM 560-1	X		Fall 2017	\$92		
5. COMM 103-1	X		Fall 2017	\$63		
6. EE 204-1	X		Fall 2017	\$101		
7. GEOG 321-1		X	Fall 2017	\$31	\$67	11/30/2016
8. HIST 100-1	X		Fall 2017	\$38		
9. MATH 141-All		X	Fall 2017	\$67	\$73	11/30/2016
10. ME 101-All	X		Fall 2017	\$29		
11. ME 102-All	X		Fall 2017	\$29		
12. ME 452-1	X		Fall 2017	\$75		
13. PSY 319-1	X		Fall 2017	\$40		



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.

budget@mail.sdsu.edu

	Required Fields
	Budget & Finance Use Only

Name of Requestor: Kathy Brown

Organization/Department Name: SDSU Bookstore

Requestor's Email: kathy.brown@sdsu.edu

Requestor's Phone Number: 619-594-7506

Request Number: 16-015

Purpose or Name of Student Fee: Pilot Project for Course Materials Immediate Access Opt-Out for CHEM 365-01

☒ Revision to an Existing Student Fee Proposed Revised Fee Amount: 80.00

☒ Establish a New Student Fee Proposed New Fee Amount: 80.00

Effective Date: 5/22/17

JUSTIFICATION for new fee
or to revise existing fee:

Piloting a program that allows all students in class to get access to materials first day of classes. Program allows students to remain in program or opt-out. The opt-out deadline is equal to the deadline to add/drop and will be at 11:59PM on 06/02/2017. Students opting out of program will not be charged for the materials. Students remaining in program will be charged. The cost for students being charged will be \$80. Immediate access to materials should help to improve learning outcomes. A goal of the pilot is to research this possibility. This course has been selected because of the instructor's interest and full use of the materials in class.

☐ 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:

Requestor Date

J. P. Peralta Provost or Vice President 4/24/17 Date

Dean/Administrator 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

☐ President's Approval
☐ CFAC information item

Kristal Little Budget & Finance 4/24/2017 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:

Pilot Project for Course Materials Immediate Access Opt-Out for CHEM 365-01

STATEMENT OF REVENUES & EXPENDITURES

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

	ACTUAL	Projected YEAR ONE	Projected YEAR TWO
Fiscal/Calendar Year		Summer 2017	
Number of Students Paying Fee:		80	
Fee Amount:		80.00	
Revenues	0.00	6,400.00	0.00
TOTAL REVENUES:	\$ -	\$ 6,400.00	\$ -
Faculty Salary & Benefits			
Staff/Management Salary & Benefits			
Student Salary & Benefits			
Supplies		5,460.00	
Services		384.00	
Equipment			
Other			
Other			
Other			
Other			
Other			
TOTAL EXPENSES:	\$ -	\$ 5,844.00	\$ -

Additional Information:

Students will save 48% compared to regular digital and up to 57% savings compared to the print price. This pilot is designed to provide significant savings to students and also to provide them with course materials in a more expedient manner. Note that supply expenditures are publisher costs to bookstore and services expenditures are processing fees charged to the bookstore from the cashier's office. The bookstore is not-for-profit and all proceeds go back to the University.

☐ 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.

budget@mail.sdsu.edu

	Required Fields
	Budget & Finance Use Only

Name of Requestor: Kathy Brown

Organization/Department Name: SDSU Bookstore

Requestor's Email: kathy.brown@sdsu.edu

Requestor's Phone Number: 619-594-7506

Request Number: 16-016

Purpose or Name of Student Fee: Pilot Project for Course Materials Immediate Access Opt-Out for ECON 321-01

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

☒ Establish a New Student Fee Proposed New Fee Amount: 110.00

Effective Date: 5/22/17

JUSTIFICATION for new fee
or to revise existing fee:

Piloting a program that allows all students in class to get access to materials first day of classes. Program allows students to remain in program or opt-out. The opt-out deadline is equal to the deadline to add/drop and will be at 11:59PM on 6/2/2017. Students opting out of program will not be charged for the materials. Students remaining in program will be charged. The cost for students being charged will be \$110. Immediate access to materials should help to improve learning outcomes. A goal of the pilot is to research this possibility. This course has been selected because of the instructor's interest and full use of the materials in class.

☐ 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:

Requestor Date

[Signature] 4/21/17
Provost or Vice President Date

Dean/Administrator Date

Budget & Finance Use Only

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

Action Items: ☐ Student Fee Referendum/Alt. Consultation ☐ President's Approval
 ☒ CFAC recommendation ☐ CFAC information item
 ☒ President's Approval
 ☐ Chancellor's Office Approval

[Signature] 4/24/2017
Budget & Finance Date



SAN DIEGO STATE UNIVERSITY

Request to Establish or Revise a Student Fee

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Purpose or Name of Student Fee:

Pilot Project for Course Materials Immediate Access Opt-Out for ECON 321-01

STATEMENT OF REVENUES & EXPENDITURES

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

	ACTUAL	Projected YEAR ONE	Projected YEAR TWO
Fiscal/Calendar Year		Summer 2017	Fall 2017
Number of Students Paying Fee:		80	110
Fee Amount:		110.00	110.00
Revenues	0.00	8,800.00	12,100.00
TOTAL REVENUES:	\$ -	\$ 8,800.00	\$ 12,100.00
Faculty Salary & Benefits			
Staff/Management Salary & Benefits			
Student Salary & Benefits			
Supplies		7,677.00	10,556.00
Services		528.00	726.00
Equipment			
Other			
Other			
Other			
Other			
Other			
TOTAL EXPENSES:	\$ -	\$ 8,205.00	\$ 11,282.00

Additional Information:

Students will save 10% compared to the regular digital price and up to 60% savings compared to the print price. This pilot is designed to provide significant savings to students and also to provide them with course materials in a more expedient manner. Note that supply expenditures are publisher costs to bookstore and services expenditures are processing fees charged to the bookstore from the cashier's office. The bookstore is not-for-profit and all proceeds go back to the University.

☐ 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.

budget@mail.sdsu.edu

	Required Fields
	Budget & Finance Use Only

Name of Requestor: Kathy Brown

Request Number: 16-017

Organization/Department Name: SDSU Bookstore

Requestor's Email: kathy.brown@sdsu.edu

Requestor's Phone Number: 619-594-7506

Purpose or Name of Student Fee: Pilot Project for Course Materials Immediate Access Opt-Out for FIN 240-01,02

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

☒ Establish a New Student Fee Proposed New Fee Amount: 84.00

Effective Date: 5/22/17

JUSTIFICATION for new fee
or to revise existing fee:

Piloting a program that allows all students in class to get access to materials first day of classes. Program allows students to remain in program or opt-out. The opt-out deadline is equal to the deadline to add/drop and will be at 11:59PM on 6/2/2017. Students opting out of program will not be charged for the materials. Students remaining in program will be charged. The cost for students being charged will be \$84. Immediate access to materials should help to improve learning outcomes. A goal of the pilot is to research this possibility. This course has been selected because of the instructor's interest and full use of the materials in class.

☐ 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:

Requestor

Date

R. Brewer

Provost or Vice President

4/27/17

Date

Dean/Administrator

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

- ☐ President's Approval
☐ CFAC information item

Crystal Little
Budget & Finance

4/27/2017
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:

Pilot Project for Course Materials Immediate Access Opt-Out for FIN 240-01,02

STATEMENT OF REVENUES & EXPENDITURES

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

	ACTUAL	Projected YEAR ONE	Projected YEAR TWO
Fiscal/Calendar Year		Summer 2017	Fall 2017
Number of Students Paying Fee:		140	210
Fee Amount:		84.00	84.00
Revenues	0.00	11,760.00	17,640.00
TOTAL REVENUES:	\$ -	\$ 11,760.00	\$ 17,640.00
Faculty Salary & Benefits			
Staff/Management Salary & Benefits			
Student Salary & Benefits			
Supplies		9,975.00	14,963.00
Services		706.00	1,058.00
Equipment			
Other			
Other			
Other			
Other			
Other			
TOTAL EXPENSES:	\$ -	\$ 10,681.00	\$ 16,021.00

Additional Information:

Students will save 16% compared to the regular digital price and up to 50% savings compared to the print price. This pilot is designed to provide significant savings to students and also to provide them with course materials in a more expedient manner. Note that supply expenditures are publisher costs to bookstore and services expenditures are processing fees charged to the bookstore from the cashier's office. The bookstore is not-for-profit and all proceeds go back to the University.

☐ 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.

budget@mail.sdsu.edu

	Required Fields
	Budget & Finance Use Only

Name of Requestor: Kathy Brown

Organization/Department Name: SDSU Bookstore

Requestor's Email: kathy.brown@sdsu.edu

Requestor's Phone Number: 619-594-7506

Request Number: 16-018

Purpose or Name of Student Fee: Pilot Project for Course Materials Immediate Access Opt-Out for HIST 109-01

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

☒ Establish a New Student Fee Proposed New Fee Amount: 102.00

Effective Date: 5/22/17

JUSTIFICATION for new fee
or to revise existing fee:

Piloting a program that allows all students in class to get access to materials first day of classes. Program allows students to remain in program or opt-out. The opt-out deadline is equal to the deadline to add/drop and will be at 11:59PM on 6/2/2017. Students opting out of program will not be charged for the materials. Students remaining in program will be charged. The cost for students being charged will be \$102. Immediate access to materials should help to improve learning outcomes. A goal of the pilot is to research this possibility. This course has been selected because of the instructor's interest and full use of the materials in class.

☐ 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:

Requestor Date

K. Brown Provost or Vice President 4/21/17 Date

Dean/Administrator 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

☐ President's Approval
☐ CFAC information item

Kristal Little Budget & Finance 4/21/2017 Date



SAN DIEGO STATE UNIVERSITY

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:

Pilot Project for Course Materials Immediate Access Opt-Out for HIST 109-01

STATEMENT OF REVENUES & EXPENDITURES

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

	ACTUAL	Projected YEAR ONE	Projected YEAR TWO
Fiscal/Calendar Year		Summer 2017	Fall 2017
Number of Students Paying Fee:		100	140
Fee Amount:		102.00	102.00
Revenues	0.00	10,200.00	14,280.00
TOTAL REVENUES:	\$ -	\$ 10,200.00	\$ 14,280.00
Faculty Salary & Benefits			
Staff/Management Salary & Benefits			
Student Salary & Benefits			
Supplies		8,550.00	11,970.00
Services		612.00	857.00
Equipment			
Other			
Other			
Other			
Other			
Other			
TOTAL EXPENSES:	\$ -	\$ 9,162.00	\$ 12,827.00

Additional Information:

Students will save 36% compared to the regular digital price and up to 52% savings compared to the print price. This pilot is designed to provide significant savings to students and also to provide them with course materials in a more expedient manner. Note that supply expenditures are publisher costs to bookstore and services expenditures are processing fees charged to the bookstore from the cashier's office. The bookstore is not-for-profit and all proceeds go back to the University.

☐ 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.

budget@mail.sdsu.edu

	Required Fields
	Budget & Finance Use Only

Name of Requestor: Kathy Brown

Organization/Department Name: SDSU Bookstore

Requestor's Email: kathy.brown@sdsu.edu

Requestor's Phone Number: 619-594-7506

Request Number: 16-019

Purpose or Name of Student Fee: Pilot Project for Course Materials Immediate Access Opt-Out for MATH 150-01

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

☒ Establish a New Student Fee Proposed New Fee Amount: 47.00

Effective Date: 5/22/17

JUSTIFICATION for new fee
or to revise existing fee:

Piloting a program that allows all students in class to get access to materials first day of classes. Program allows students to remain in program or opt-out. The opt-out deadline is equal to the deadline to add/drop and will be at 11:59PM on 6/2/2017. Students opting out of program will not be charged for the materials. Students remaining in program will be charged. The cost for students being charged will be \$47. Immediate access to materials should help to improve learning outcomes. A goal of the pilot is to research this possibility. This course has been selected because of the instructor's interest and full use of the materials in class.

☐ 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:

Requestor Date

[Signature] Provost or Vice President 7/24/17 Date

Dean/Administrator 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

☐ President's Approval
☐ CFAC information item

[Signature] Budget & Finance 4/24/17 Date



SAN DIEGO STATE UNIVERSITY

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:

Pilot Project for Course Materials Immediate Access Opt-Out for MATH 150-01

STATEMENT OF REVENUES & EXPENDITURES

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

	ACTUAL	Projected YEAR ONE	Projected YEAR TWO
Fiscal/Calendar Year		Summer 2017	Fall 2017
Number of Students Paying Fee:		60	572
Fee Amount:		47.00	47.00
Revenues	0.00	2,820.00	26,884.00
TOTAL REVENUES:	\$ -	\$ 2,820.00	\$ 26,884.00
Faculty Salary & Benefits			
Staff/Management Salary & Benefits			
Student Salary & Benefits			
Supplies		2,400.00	22,880.00
Services		169.00	1,613.00
Equipment			
Other			
Other			
Other			
Other			
Other			
TOTAL EXPENSES:	\$ -	\$ 2,569.00	\$ 24,493.00

Additional Information:

Students will save 62% compared to the regular digital price and up to 70% savings compared to the print price. This pilot is designed to provide significant savings to students and also to provide them with course materials in a more expedient manner. Note that supply expenditures are publisher costs to bookstore and services expenditures are processing fees charged to the bookstore from the cashier's office. The bookstore is not-for-profit and all proceeds go back to the University.

☐ 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.

budget@mail.sdsu.edu

	Required Fields
	Budget & Finance Use Only

Name of Requestor: Kathy Brown

Organization/Department Name: SDSU Bookstore

Requestor's Email: kathy.brown@sdsu.edu

Requestor's Phone Number: 619-594-7506

Request Number: 16-020

Purpose or Name of Student Fee: Pilot Project for Course Materials Immediate Access Opt-Out for NUTR 313-01

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

☒ Establish a New Student Fee Proposed New Fee Amount: 75.00

Effective Date: 5/22/17

JUSTIFICATION for new fee
or to revise existing fee:

Piloting a program that allows all students in class to get access to materials first day of classes. Program allows students to remain in program or opt-out. The opt-out deadline is equal to the deadline to add/drop and will be at 11:59PM on 6/2/2017. Students opting out of program will not be charged for the materials. Students remaining in program will be charged. The cost for students being charged will be \$75. Immediate access to materials should help to improve learning outcomes. A goal of the pilot is to research this possibility. This course has been selected because of the instructor's interest and full use of the materials in class.

☐ 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:

Requestor Date

[Signature] Provost or Vice President 4/21/17 Date

Dean/Administrator 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

☐ President's Approval
☐ CFAC information item

[Signature] Budget & Finance 4/24/2017 Date



SAN DIEGO STATE UNIVERSITY

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:

Pilot Project for Course Materials Immediate Access Opt-Out for NUTR 313-01

STATEMENT OF REVENUES & EXPENDITURES

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

	ACTUAL	Projected YEAR ONE	Projected YEAR TWO
Fiscal/Calendar Year		Summer 2017	Fall 2017
Number of Students Paying Fee:		200	800
Fee Amount:		75.00	75.00
Revenues	0.00	15,000.00	60,000.00
TOTAL REVENUES:	\$ -	\$ 15,000.00	\$ 60,000.00
Faculty Salary & Benefits			
Staff/Management Salary & Benefits			
Student Salary & Benefits			
Supplies		12,600.00	50,400.00
Services		900.00	3,600.00
Equipment			
Other			
Other			
Other			
Other			
Other			
TOTAL EXPENSES:	\$ -	\$ 13,500.00	\$ 54,000.00

Additional Information:

Students will save 25% compared to the regular digital price and up to 49% savings compared to the print price. This pilot is designed to provide significant savings to students and also to provide them with course materials in a more expedient manner. Note that supply expenditures are publisher costs to bookstore and services expenditures are processing fees charged to the bookstore from the cashier's office. The bookstore is not-for-profit and all proceeds go back to the University.

☐ 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.

budget@mail.sdsu.edu

	Required Fields
	Budget & Finance Use Only

Name of Requestor: Kathy Brown

Organization/Department Name: SDSU Bookstore

Requestor's Email: kathy.brown@sdsu.edu

Requestor's Phone Number: 619-594-7506

Request Number: 16-021

Purpose or Name of Student Fee: Pilot Project for Course Materials Immediate Access Opt-Out for P_H 353-01

☒ Revision to an Existing Student Fee Proposed Revised Fee Amount: 75.00

☐ Establish a New Student Fee Proposed New Fee Amount:

Effective Date: 5/22/17

JUSTIFICATION for new fee
or to revise existing fee:

Piloting a program that allows all students in class to get access to materials first day of classes. Program allows students to remain in program or opt-out. The opt-out deadline is equal to the deadline to add/drop and will be at 11:59PM on 06/02/2017. Students opting out of program will not be charged for the materials. Students remaining in program will be charged. The cost for students being charged will be \$75. Immediate access to materials should help to improve learning outcomes. A goal of the pilot is to research this possibility. This course has been selected because of the instructor's interest and full use of the materials in class.

☐ 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:

Requestor Date

Dean/Administrator Date

E. Polom 4/24/17
Provost or Vice President Date

Budget & Finance Use Only

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

Action Items: ☐ Student Fee Referendum/Alt. Consultation ☐ President's Approval
☒ CFAC recommendation ☐ CFAC information item
☒ President's Approval
☐ Chancellor's Office Approval

Capital Rette 4/24/2017
Budget & Finance Date



SAN DIEGO STATE UNIVERSITY

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:

Pilot Project for Course Materials Immediate Access Opt-Out for P_H 353-01

STATEMENT OF REVENUES & EXPENDITURES

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

	ACTUAL	Projected YEAR ONE	Projected YEAR TWO
Fiscal/Calendar Year		Summer 2017	Fall 2017
Number of Students Paying Fee:		50	108
Fee Amount:		75.00	75.00
Revenues	0.00	3,750.00	8,100.00
TOTAL REVENUES:	\$ -	\$ 3,750.00	\$ 8,100.00
Faculty Salary & Benefits			
Staff/Management Salary & Benefits			
Student Salary & Benefits			
Supplies		3,150.00	6,804.00
Services		225.00	486.00
Equipment			
Other			
Other			
Other			
Other			
Other			
TOTAL EXPENSES:	\$ -	\$ 3,375.00	\$ 7,290.00

Additional Information:

Students will save 38% compared to regular digital and up to 64% savings compared to the print price. This pilot is designed to provide significant savings to students and also to provide them with course materials in a more expedient manner. Note that supply expenditures are publisher costs to bookstore and services expenditures are processing fees charged to the bookstore from the cashier's office. The bookstore is not-for-profit and all proceeds go back to the University.

☐ 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.

budget@mail.sdsu.edu

	Required Fields
	Budget & Finance Use Only

Name of Requestor: Kathy Brown

Request Number: 16-022

Organization/Department Name: SDSU Bookstore

Requestor's Email: kathy.brown@sdsu.edu

Requestor's Phone Number: 619-594-7506

Purpose or Name of Student Fee: Pilot Project for Course Materials Immediate Access Opt-Out for ANTH 101-01

☒ Revision to an Existing Student Fee Proposed Revised Fee Amount: 63.00

☐ Establish a New Student Fee Proposed New Fee Amount:

Effective Date: 8/28/17

JUSTIFICATION for new fee
or to revise existing fee:

Piloting a program that allows all students in class to get access to materials first day of classes. Program allows students to remain in program or opt-out. The opt-out deadline is equal to the deadline to add/drop and will be at 11:59PM on 9/11/2017. Students opting out of program will not be charged for the materials. Students remaining in program will be charged. The cost for students being charged will be \$63. Immediate access to materials should help to improve learning outcomes. A goal of the pilot is to research this possibility. This course has been selected because of the instructor's interest and full use of the materials in class.

☐ 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:

Requestor Date

[Signature] Provost or Vice President 1/24/17 Date

Dean/Administrator 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

☐ President's Approval
☐ CFAC information item

[Signature] Budget & Finance 4/24/2017 Date



SAN DIEGO STATE UNIVERSITY

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:

Pilot Project for Course Materials Immediate Access Opt-Out for ANTH 101-01

STATEMENT OF REVENUES & EXPENDITURES

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

	ACTUAL	Projected YEAR ONE	Projected YEAR TWO
Fiscal/Calendar Year		Fall 2017	Spring 2018
Number of Students Paying Fee:		575	575
Fee Amount:		63.00	63.00
Revenues	0.00	36,225.00	36,225.00
TOTAL REVENUES:	\$ -	\$ 36,225.00	\$ 36,225.00
Faculty Salary & Benefits			
Staff/Management Salary & Benefits			
Student Salary & Benefits			
Supplies		31,481.00	31,481.00
Services		2,174.00	2,174.00
Equipment			
Other			
Other			
Other			
Other			
Other			
TOTAL EXPENSES:	\$ -	\$ 33,655.00	\$ 33,655.00

Additional Information:

Students will save 42% compared to the print price. This pilot is designed to provide significant savings to students and also to provide them with course materials in a more expedient manner. Note that supply expenditures are publisher costs to bookstore and services expenditures are processing fees charged to the bookstore from the cashier's office. The bookstore is not-for-profit and all proceeds go back to the University.

☐ 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.

budget@mail.sdsu.edu

	Required Fields
	Budget & Finance Use Only

Name of Requestor: Kathy Brown

Request Number: 16-023

Organization/Department Name: SDSU Bookstore

Requestor's Email: kathy.brown@sdsu.edu

Requestor's Phone Number: 619-594-7506

Purpose or Name of Student Fee: Pilot Project for Course Materials Immediate Access Opt-Out for CHEM 100-All Sections

☒ Revision to an Existing Student Fee Proposed Revised Fee Amount: 78.00

☐ Establish a New Student Fee Proposed New Fee Amount:

Effective Date: 8/28/17

JUSTIFICATION for new fee
or to revise existing fee:

Piloting a program that allows all students in class to get access to materials first day of classes. Program allows students to remain in program or opt-out. The opt-out deadline is equal to the deadline to add/drop and will be at 11:59PM on 9/11/ 2017. Students opting out of program will not be charged for the materials. Students remaining in program will be charged. The cost for students being charged will be \$78. Immediate access to materials should help to improve learning outcomes. A goal of the pilot is to research this possibility. This course has been selected because of the instructor's interest and full use of the materials in class.

☐ 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:

Requestor Date

R. Brown Provost or Vice President 4/24/17 Date

Dean/Administrator 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

☐ President's Approval
☐ CFAC information item

Crystal Little Budget & Finance 4/24/2017 Date



SAN DIEGO STATE UNIVERSITY

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:

Pilot Project for Course Materials Immediate Access Opt-Out for CHEM 100-All Sections

STATEMENT OF REVENUES & EXPENDITURES

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

	ACTUAL	Projected YEAR ONE	Projected YEAR TWO
Fiscal/Calendar Year		Fall 2017	Spring 2018
Number of Students Paying Fee:		1,150	1,150
Fee Amount:		78.00	78.00
Revenues	0.00	89,700.00	89,700.00
TOTAL REVENUES:	\$ -	\$ 89,700.00	\$ 89,700.00
Faculty Salary & Benefits			
Staff/Management Salary & Benefits			
Student Salary & Benefits			
Supplies		77,913.00	77,913.00
Services		5,382.00	5,382.00
Equipment			
Other			
Other			
Other			
Other			
Other			
TOTAL EXPENSES:	\$ -	\$ 83,295.00	\$ 83,295.00

Additional Information:

Students will save 39% compared to the print price. This pilot is designed to provide significant savings to students and also to provide them with course materials in a more expedient manner. Note that supply expenditures are publisher costs to bookstore and services expenditures are processing fees charged to the bookstore from the cashier's office. The bookstore is not-for-profit and all proceeds go back to the University.

☐ 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.

budget@mail.sdsu.edu

	Required Fields
	Budget & Finance Use Only

Name of Requestor: Kathy Brown

Organization/Department Name: SDSU Bookstore

Requestor's Email: kathy.brown@sdsu.edu

Requestor's Phone Number: 619-594-7506

Request Number: 16-024

Purpose or Name of Student Fee: Pilot Project for Course Materials Immediate Access Opt-Out for CHEM 365-01

☒ Revision to an Existing Student Fee Proposed Revised Fee Amount: 92.00

☐ Establish a New Student Fee Proposed New Fee Amount:

Effective Date: 8/28/17

JUSTIFICATION for new fee
or to revise existing fee:

Piloting a program that allows all students in class to get access to materials first day of classes. Program allows students to remain in program or opt-out. The opt-out deadline is equal to the deadline to add/drop and will be at 11:59PM on 9/11/2017. Students opting out of program will not be charged for the materials. Students remaining in program will be charged. The cost for students being charged will be \$92. Immediate access to materials should help to improve learning outcomes. A goal of the pilot is to research this possibility. This course has been selected because of the instructor's interest and full use of the materials in class.

☐ 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:

Requestor

Date

Provost or Vice President

4/24/17
Date

Dean/Administrator

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

- ☐ President's Approval
☐ CFAC information item

Budget & Finance

4/24/2017
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:

Pilot Project for Course Materials Immediate Access Opt-Out for CHEM 365-01

STATEMENT OF REVENUES & EXPENDITURES

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

	ACTUAL	Projected YEAR ONE	Projected YEAR TWO
Fiscal/Calendar Year		Fall 2017	Spring 2018
Number of Students Paying Fee:		200	200
Fee Amount:		92.00	92.00
Revenues	0.00	18,400.00	18,400.00
TOTAL REVENUES:	\$ -	\$ 18,400.00	\$ 18,400.00
Faculty Salary & Benefits			
Staff/Management Salary & Benefits			
Student Salary & Benefits			
Supplies		15,400.00	15,400.00
Services		1,104.00	1,104.00
Equipment			
Other			
Other			
Other			
Other			
Other			
TOTAL EXPENSES:	\$ -	\$ 16,504.00	\$ 16,504.00

Additional Information:

Students will save 36% compared to the regular digital price and up to 71% savings compared to the print price. This pilot is designed to provide significant savings to students and also to provide them with course materials in a more expedient manner. Note that supply expenditures are publisher costs to bookstore and services expenditures are processing fees charged to the bookstore from the cashier's office. The bookstore is not-for-profit and all proceeds go back to the University.

☐ 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.

budget@mail.sdsu.edu

	Required Fields
	Budget & Finance Use Only

Name of Requestor: Kathy Brown

Request Number: 16-025

Organization/Department Name: SDSU Bookstore

Requestor's Email: kathy.brown@sdsu.edu

Requestor's Phone Number: 619-594-7506

Purpose or Name of Student Fee: Pilot Project for Course Materials Immediate Access Opt-Out for CHEM 560-01

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

☒ Establish a New Student Fee Proposed New Fee Amount: 92.00

Effective Date: 8/28/17

JUSTIFICATION for new fee
or to revise existing fee:

Piloting a program that allows all students in class to get access to materials first day of classes. Program allows students to remain in program or opt-out. The opt-out deadline is equal to the deadline to add/drop and will be at 11:59PM on 9/11/ 2017. Students opting out of program will not be charged for the materials. Students remaining in program will be charged. The cost for students being charged will be \$92. Immediate access to materials should help to improve learning outcomes. A goal of the pilot is to research this possibility. This course has been selected because of the instructor's interest and full use of the materials in class.

☐ 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:

Requestor

Date

R. Perola

Provost or Vice President

4/20/17

Date

Dean/Administrator

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

☐ President's Approval
☐ CFAC information item

Kristal Little

Budget & Finance

4/24/2017

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:

Pilot Project for Course Materials Immediate Access Opt-Out for CHEM 560-01

STATEMENT OF REVENUES & EXPENDITURES

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

	ACTUAL	Projected YEAR ONE	Projected YEAR TWO
Fiscal/Calendar Year		Fall 2017	Spring 2018
Number of Students Paying Fee:		70	70
Fee Amount:		92.00	92.00
Revenues	0.00	6,440.00	6,440.00
TOTAL REVENUES:	\$ -	\$ 6,440.00	\$ 6,440.00
Faculty Salary & Benefits			
Staff/Management Salary & Benefits			
Student Salary & Benefits			
Supplies		5,390.00	5,390.00
Services		387.00	387.00
Equipment			
Other			
Other			
Other			
Other			
Other			
TOTAL EXPENSES:	\$ -	\$ 5,777.00	\$ 5,777.00

Additional Information:

Students will save 36% compared to the regular digital price and up to 71% savings compared to the print price. This pilot is designed to provide significant savings to students and also to provide them with course materials in a more expedient manner. Note that supply expenditures are publisher costs to bookstore and services expenditures are processing fees charged to the bookstore from the cashier's office. The bookstore is not-for-profit and all proceeds go back to the University.

☐ 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.

budget@mail.sdsu.edu

	Required Fields
	Budget & Finance Use Only

Name of Requestor: Kathy Brown

Organization/Department Name: SDSU Bookstore

Requestor's Email: kathy.brown@sdsu.edu

Requestor's Phone Number: 619-594-7506

Request Number: 16-026

Purpose or Name of Student Fee: Pilot Project for Course Materials Immediate Access Opt-Out for COMM 103-01

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

☒ Establish a New Student Fee Proposed New Fee Amount: 63.00

Effective Date: 8/28/17

JUSTIFICATION for new fee
or to revise existing fee:

Piloting a program that allows all students in class to get access to materials first day of classes. Program allows students to remain in program or opt-out. The opt-out deadline is equal to the deadline to add/drop and will be at 11:59PM on 9/11/2017. Students opting out of program will not be charged for the materials. Students remaining in program will be charged. The cost for students being charged will be \$63. Immediate access to materials should help to improve learning outcomes. A goal of the pilot is to research this possibility. This course has been selected because of the instructor's interest and full use of the materials in class.

☐ 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:

Requestor Date

R. Ponder Provost or Vice President 8/28/17 Date

Dean/Administrator 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

☐ President's Approval
☐ CFAC information item

Kapriel Attie Budget & Finance 8/28/17 Date



SAN DIEGO STATE UNIVERSITY

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:

Pilot Project for Course Materials Immediate Access Opt-Out for COMM 103-01

STATEMENT OF REVENUES & EXPENDITURES

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

	ACTUAL	Projected YEAR ONE	Projected YEAR TWO
Fiscal/Calendar Year		Fall 2017	Spring 2018
Number of Students Paying Fee:		2,000	2,000
Fee Amount:		63.00	63.00
Revenues	0.00	126,000.00	126,000.00
TOTAL REVENUES:	\$ -	\$ 126,000.00	\$ 126,000.00
Faculty Salary & Benefits			
Staff/Management Salary & Benefits			
Student Salary & Benefits			
Supplies		109,520.00	109,520.00
Services		7,560.00	7,560.00
Equipment			
Other			
Other			
Other			
Other			
Other			
TOTAL EXPENSES:	\$ -	\$ 117,080.00	\$ 117,080.00

Additional Information:

Students will save up to 63% compared to the print price. This pilot is designed to provide significant savings to students and also to provide them with course materials in a more expedient manner. Note that supply expenditures are publisher costs to bookstore and services expenditures are processing fees charged to the bookstore from the cashier's office. The bookstore is not-for-profit and all proceeds go back to the University.

☐ 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.

budget@mail.sdsu.edu

	Required Fields
	Budget & Finance Use Only

Name of Requestor: Kathy Brown

Organization/Department Name: SDSU Bookstore

Requestor's Email: kathy.brown@sdsu.edu

Requestor's Phone Number: 619-594-7506

Request Number: 16-027

Purpose or Name of Student Fee: Pilot Project for Course Materials Immediate Access Opt-Out for E. E. 204-01

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

☒ Establish a New Student Fee Proposed New Fee Amount: 101.00

Effective Date: 8/28/17

JUSTIFICATION for new fee
or to revise existing fee:

Piloting a program that allows all students in class to get access to materials first day of classes. Program allows students to remain in program or opt-out. The opt-out deadline is equal to the deadline to add/drop and will be at 11:59PM on 9/11/ 2017. Students opting out of program will not be charged for the materials. Students remaining in program will be charged. The cost for students being charged will be \$101. Immediate access to materials should help to improve learning outcomes. A goal of the pilot is to research this possibility. This course has been selected because of the instructor's interest and full use of the materials in class.

☐ 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:

Requestor Date

R. Fendley Provost or Vice President 4/28/17 Date

Dean/Administrator 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

☐ President's Approval
☐ CFAC information item

Euphonia Little Budget & Finance 4/28/2017 Date



SAN DIEGO STATE UNIVERSITY

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:

Pilot Project for Course Materials Immediate Access Opt-Out for E_E_204-01

STATEMENT OF REVENUES & EXPENDITURES

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

	ACTUAL	Projected YEAR ONE	Projected YEAR TWO
Fiscal/Calendar Year		Fall 2017	Spring 2018
Number of Students Paying Fee:		130	130
Fee Amount:		101.00	101.00
Revenues	0.00	13,130.00	13,130.00
TOTAL REVENUES:	\$ -	\$ 13,130.00	\$ 13,130.00
Faculty Salary & Benefits			
Staff/Management Salary & Benefits			
Student Salary & Benefits			
Supplies		11,539.00	11,539.00
Services		788.00	788.00
Equipment			
Other			
Other			
Other			
Other			
Other			
TOTAL EXPENSES:	\$ -	\$ 12,327.00	\$ 12,327.00

Additional Information:

Students will save 15% compared to the regular digital price and up to 23% savings compared to the print price. This pilot is designed to provide significant savings to students and also to provide them with course materials in a more expedient manner. Note that supply expenditures are publisher costs to bookstore and services expenditures are processing fees charged to the bookstore from the cashier's office. The bookstore is not-for-profit and all proceeds go back to the University.

☐ 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.

budget@mail.sdsu.edu

	Required Fields
	Budget & Finance Use Only

Name of Requestor: Kathy Brown

Organization/Department Name: SDSU Bookstore

Requestor's Email: kathy.brown@sdsu.edu

Requestor's Phone Number: 619-594-7506

Request Number: 16-028

Purpose or Name of Student Fee: Pilot Project for Course Materials Immediate Access Opt-Out for GEOG 321-01

☒ Revision to an Existing Student Fee Proposed Revised Fee Amount: 31.00

☐ Establish a New Student Fee Proposed New Fee Amount:

Effective Date: 8/28/17

JUSTIFICATION for new fee
or to revise existing fee:

Piloting a program that allows all students in class to get access to materials first day of classes. Program allows students to remain in program or opt-out. The opt-out deadline is equal to the deadline to add/drop and will be at 11:59PM on 9/11/ 2017. Students opting out of program will not be charged for the materials. Students remaining in program will be charged. The cost for students being charged will be \$31. Immediate access to materials should help to improve learning outcomes. A goal of the pilot is to research this possibility. This course has been selected because of the instructor's interest and full use of the materials in class.

☐ 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:

Requestor Date

A. Berlin Provost or Vice President 4/24/17 Date

Dean/Administrator Date

Budget & Finance Use Only

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

Action Items: ☐ Student Fee Referendum/Alt. Consultation ☐ President's Approval
 ☒ CFAC recommendation ☐ CFAC information item
 ☒ President's Approval
 ☐ Chancellor's Office Approval

Crystal Little Budget & Finance 4/24/17 Date



SAN DIEGO STATE UNIVERSITY

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:

Pilot Project for Course Materials Immediate Access Opt-Out for GEOG 321-01

STATEMENT OF REVENUES & EXPENDITURES

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

	ACTUAL	Projected YEAR ONE	Projected YEAR TWO
Fiscal/Calendar Year		Fall 2017	Spring 2018
Number of Students Paying Fee:		40	40
Fee Amount:		31.00	31.00
Revenues	0.00	1,240.00	1,240.00
TOTAL REVENUES:	\$ -	\$ 1,240.00	\$ 1,240.00
Faculty Salary & Benefits			
Staff/Management Salary & Benefits			
Student Salary & Benefits			
Supplies		1,080.00	1,080.00
Services		74.00	74.00
Equipment			
Other			
Other			
Other			
Other			
Other			
TOTAL EXPENSES:	\$ -	\$ 1,154.00	\$ 1,154.00

Additional Information:

Students will save 14% compared to the regular digital price and up to 82% savings compared to the print price. This pilot is designed to provide significant savings to students and also to provide them with course materials in a more expedient manner. Note that supply expenditures are publisher costs to bookstore and services expenditures are processing fees charged to the bookstore from the cashier's office. The bookstore is not-for-profit and all proceeds go back to the University.

☐ Additional documentation is attached

(attached additional documentation as necessary to justify proposed fee)

Request to Establish or Revise Student Fee

budget@mail.sdsu.edu

Required Fields
Budget & Finance Use Only

Request Number: 16-029

Requestor's Phone Number: 619-594-7506

<input checked="" type="checkbox"/> Establish a New Student Fee	Proposed New Fee Amount:	38.00
---	--------------------------	-------

Effective Date: 8/21/17 8/28/17

Piloting a program that allows all students in class to get access to materials first day of classes. Program allows students to remain in program or opt-out. The opt-out deadline is equal to the deadline to add/drop and will be at 11:59PM on 9/11/2017. Students opting out of program will not be charged for the materials. Students remaining in program will be charged. The cost for students being charged will be \$38. Immediate access to materials should help to improve learning outcomes. A goal of the pilot is to research this possibility. This course has been selected because of the instructor's interest and full use of the materials in class.

(attached additional documentation as necessary to justify proposed fee)

Provost or Vice President

Date _____

Dean/Administrator

Date _____

☐ Student Fee Referendum/Alt. Consultation
☒ CFAC recommendation
☒ President's Approval
☐ Chancellor's Office Approval

- ☐ President's Approval
- ☐ CFAC information item

Crystal Little
Budget & Finance

4/24/2017
Date



SAN DIEGO STATE UNIVERSITY

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:

Pilot Project for Course Materials Immediate Access Opt-Out for HIST 100-01

STATEMENT OF REVENUES & EXPENDITURES

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

	ACTUAL	Projected YEAR ONE	Projected YEAR TWO
Fiscal/Calendar Year		Fall 2017	Spring 2018
Number of Students Paying Fee:		130	130
Fee Amount:		38.00	38.00
Revenues	0.00	4,940.00	4,940.00
TOTAL REVENUES:	\$ -	\$ 4,940.00	\$ 4,940.00
Faculty Salary & Benefits			
Staff/Management Salary & Benefits			
Student Salary & Benefits			
Supplies		4,258.00	4,258.00
Services		296.00	296.00
Equipment			
Other			
Other			
Other			
Other			
Other			
TOTAL EXPENSES:	\$ -	\$ 4,554.00	\$ 4,554.00

Additional Information:

Students will save up to 44% compared to the print price. This pilot is designed to provide significant savings to students and also to provide them with course materials in a more expedient manner. Note that supply expenditures are publisher costs to bookstore and services expenditures are processing fees charged to the bookstore from the cashier's office. The bookstore is not-for-profit and all proceeds go back to the University.

☐ 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.

budget@mail.sdsu.edu

	Required Fields
	Budget & Finance Use Only

Name of Requestor: Kathy Brown

Organization/Department Name: SDSU Bookstore

Requestor's Email: kathy.brown@sdsu.edu

Requestor's Phone Number: 619-594-7506

Request Number: 16-030

Purpose or Name of Student Fee: Pilot Project for Course Materials Immediate Access Opt-Out for MATH 141-All Sections

☒ Revision to an Existing Student Fee Proposed Revised Fee Amount: 67.00

☐ Establish a New Student Fee Proposed New Fee Amount:

Effective Date: 8/2/17 8/29/17

JUSTIFICATION for new fee or to revise existing fee:

Piloting a program that allows all students in class to get access to materials first day of classes. Program allows students to remain in program or opt-out. The opt-out deadline is equal to the deadline to add/drop and will be at 11:59PM on 9/11/2017. Students opting out of program will not be charged for the materials. Students remaining in program will be charged. The cost for students being charged will be \$67. Immediate access to materials should help to improve learning outcomes. A goal of the pilot is to research this possibility. This course has been selected because of the instructor's interest and full use of the materials in class.

- ☐ 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:

Requestor Date

L. P. Brown Provost or Vice President 8/2/17 Date

Dean/Administrator Date

Budget & Finance Use Only

- | | | |
|---------------|---|--|
| Fee Category: | <input type="checkbox"/> Category II | <input type="checkbox"/> Category IV |
| | <input checked="" type="checkbox"/> Category III | <input type="checkbox"/> Category V |
| Action Items: | <input type="checkbox"/> Student Fee Referendum/Alt. Consultation | <input type="checkbox"/> President's Approval |
| | <input checked="" type="checkbox"/> CFAC recommendation | <input type="checkbox"/> CFAC information item |
| | <input checked="" type="checkbox"/> President's Approval | |
| | <input type="checkbox"/> Chancellor's Office Approval | |

Crystal Little Budget & Finance 8/2/17 Date



SAN DIEGO STATE UNIVERSITY

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:

Pilot Project for Course Materials Immediate Access Opt-Out for MATH 141-All Sections

STATEMENT OF REVENUES & EXPENDITURES

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

	ACTUAL	Projected YEAR ONE	Projected YEAR TWO
Fiscal/Calendar Year		Fall 2017	Spring 2018
Number of Students Paying Fee:		763	763
Fee Amount:		67.00	67.00
Revenues	0.00	51,121.00	51,121.00
TOTAL REVENUES:	\$ -	\$ 51,121.00	\$ 51,121.00
Faculty Salary & Benefits			
Staff/Management Salary & Benefits			
Student Salary & Benefits			
Supplies		43,033.00	43,033.00
Services		3,067.00	3,067.00
Equipment			
Other			
Other			
Other			
Other			
Other			
TOTAL EXPENSES:	\$ -	\$ 46,100.00	\$ 46,100.00

Additional Information:

Students will save 19% compared to the regular digital price and up to 37% savings compared to the print price. This pilot is designed to provide significant savings to students and also to provide them with course materials in a more expedient manner. Note that supply expenditures are publisher costs to bookstore and services expenditures are processing fees charged to the bookstore from the cashier's office. The bookstore is not-for-profit and all proceeds go back to the University.

☐ 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.

budget@mail.sdsu.edu

	Required Fields
	Budget & Finance Use Only

Name of Requestor: Kathy Brown

Request Number: 16-031

Organization/Department Name: SDSU Bookstore

Requestor's Email: kathy.brown@sdsu.edu

Requestor's Phone Number: 619-594-7506

Purpose or Name of Student Fee: Pilot Project for Course Materials Immediate Access Opt-Out for M_E 101-All Sections

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

☒ Establish a New Student Fee Proposed New Fee Amount: 29.00

Effective Date: 8/28/17

JUSTIFICATION for new fee
or to revise existing fee:

Piloting a program that allows all students in class to get access to materials first day of classes. Program allows students to remain in program or opt-out. The opt-out deadline is equal to the deadline to add/drop and will be at 11:59PM on 9/11/ 2017. Students opting out of program will not be charged for the materials. Students remaining in program will be charged. The cost for students being charged will be \$29. Immediate access to materials should help to improve learning outcomes. A goal of the pilot is to research this possibility. This course has been selected because of the instructor's interest and full use of the materials in class.

☐ 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:

Requestor

Date

[Signature]

Provost or Vice President

4/24/17

Date

Dean/Administrator

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

☐ President's Approval
☐ CFAC information item

[Signature]

Budget & Finance

4/24/2017

Date



SAN DIEGO STATE UNIVERSITY

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:

Pilot Project for Course Materials Immediate Access Opt-Out for M_E 101-All Sections

STATEMENT OF REVENUES & EXPENDITURES

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

	ACTUAL	Projected YEAR ONE	Projected YEAR TWO
Fiscal/Calendar Year		Fall 2017	Spring 2018
Number of Students Paying Fee:		425	425
Fee Amount:		29.00	29.00
Revenues	0.00	12,325.00	12,325.00
TOTAL REVENUES:	\$ -	\$ 12,325.00	\$ 12,325.00
Faculty Salary & Benefits			
Staff/Management Salary & Benefits			
Student Salary & Benefits			
Supplies		10,833.00	10,833.00
Services		740.00	740.00
Equipment			
Other			
Other			
Other			
Other			
Other			
TOTAL EXPENSES:	\$ -	\$ 11,573.00	\$ 11,573.00

Additional Information:

Students will save 15% compared to the regular digital price and up to 82% savings compared to the print price. This pilot is designed to provide significant savings to students and also to provide them with course materials in a more expedient manner. Note that supply expenditures are publisher costs to bookstore and services expenditures are processing fees charged to the bookstore from the cashier's office. The bookstore is not-for-profit and all proceeds go back to the University.

☐ 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.

budget@mail.sdsu.edu

	Required Fields
	Budget & Finance Use Only

Name of Requestor: Kathy Brown

Organization/Department Name: SDSU Bookstore

Requestor's Email: kathy.brown@sdsu.edu

Requestor's Phone Number: 619-594-7506

Request Number: 16-032

Purpose or Name of Student Fee: Pilot Project for Course Materials Immediate Access Opt-Out for M. E 102-All Sections

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

☒ Establish a New Student Fee Proposed New Fee Amount: 29.00

Effective Date: 8/28/17

JUSTIFICATION for new fee
or to revise existing fee:

Piloting a program that allows all students in class to get access to materials first day of classes. Program allows students to remain in program or opt-out. The opt-out deadline is equal to the deadline to add/drop and will be at 11:59PM on 9/11/ 2017. Students opting out of program will not be charged for the materials. Students remaining in program will be charged. The cost for students being charged will be \$29. Immediate access to materials should help to improve learning outcomes. A goal of the pilot is to research this possibility. This course has been selected because of the instructor's interest and full use of the materials in class.

☐ 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:

Requestor Date

R. Farnon Provost or Vice President 4/24/17 Date

Dean/Administrator 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

☐ President's Approval
☐ CFAC information item

Cynthia Rutter Budget & Finance 4/24/2017 Date



SAN DIEGO STATE UNIVERSITY

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:

Pilot Project for Course Materials Immediate Access Opt-Out for M_E 102-All Sections

STATEMENT OF REVENUES & EXPENDITURES

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

	ACTUAL	Projected YEAR ONE	Projected YEAR TWO
Fiscal/Calendar Year		Fall 2017	Spring 2018
Number of Students Paying Fee:		168	168
Fee Amount:		29.00	29.00
Revenues	0.00	4,872.00	4,872.00
TOTAL REVENUES:	\$ -	\$ 4,872.00	\$ 4,872.00
Faculty Salary & Benefits			
Staff/Management Salary & Benefits			
Student Salary & Benefits			
Supplies		4,282.00	4,282.00
Services		390.00	390.00
Equipment			
Other			
Other			
Other			
Other			
Other			
TOTAL EXPENSES:	\$ -	\$ 4,672.00	\$ 4,672.00

Additional Information:

Students will save 15% compared to the regular digital price and up to 82% savings compared to the print price. This pilot is designed to provide significant savings to students and also to provide them with course materials in a more expedient manner. Note that supply expenditures are publisher costs to bookstore and services expenditures are processing fees charged to the bookstore from the cashier's office. The bookstore is not-for-profit and all proceeds go back to the University.

☐ 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.

budget@mail.sdsu.edu

	Required Fields
	Budget & Finance Use Only

Name of Requestor: Kathy Brown

Organization/Department Name: SDSU Bookstore

Requestor's Email: kathy.brown@sdsu.edu

Requestor's Phone Number: 619-594-7506

Request Number: 16-033

Purpose or Name of Student Fee: Pilot Project for Course Materials Immediate Access Opt-Out for M_E 452-01

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

☒ Establish a New Student Fee Proposed New Fee Amount: 75.00

Effective Date: 8/2/17 8/28/17

JUSTIFICATION for new fee
or to revise existing fee:

Piloting a program that allows all students in class to get access to materials first day of classes. Program allows students to remain in program or opt-out. The opt-out deadline is equal to the deadline to add/drop and will be at 11:59PM on 9/11/2017. Students opting out of program will not be charged for the materials. Students remaining in program will be charged. The cost for students being charged will be \$75. Immediate access to materials should help to improve learning outcomes. A goal of the pilot is to research this possibility. This course has been selected because of the instructor's interest and full use of the materials in class.

☐ 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:

Requestor Date

[Signature] Provost or Vice President 4/24/17 Date

Dean/Administrator 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

☐ President's Approval
☐ CFAC information item

[Signature] Budget & Finance 4/24/2017 Date



SAN DIEGO STATE UNIVERSITY

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:

Pilot Project for Course Materials Immediate Access Opt-Out for M_E 452-01

STATEMENT OF REVENUES & EXPENDITURES

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

	ACTUAL	Projected YEAR ONE	Projected YEAR TWO
Fiscal/Calendar Year		Fall 2017	Spring 2018
Number of Students Paying Fee:		100	100
Fee Amount:		75.00	75.00
Revenues	0.00	7,500.00	7,500.00
TOTAL REVENUES:	\$ -	\$ 7,500.00	\$ 7,500.00
Faculty Salary & Benefits			
Staff/Management Salary & Benefits			
Student Salary & Benefits			
Supplies		6,375.00	6,375.00
Services		450.00	450.00
Equipment			
Other			
Other			
Other			
Other			
Other			
TOTAL EXPENSES:	\$ -	\$ 6,825.00	\$ 6,825.00

Additional Information:

Students will save up to 50% compared to the print price. This pilot is designed to provide significant savings to students and also to provide them with course materials in a more expedient manner. Note that supply expenditures are publisher costs to bookstore and services expenditures are processing fees charged to the bookstore from the cashier's office. The bookstore is not-for-profit and all proceeds go back to the University.

☐ 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.

budget@mail.sdsu.edu

	Required Fields
	Budget & Finance Use Only

Name of Requestor: Kathy Brown

Request Number: 16-034

Organization/Department Name: SDSU Bookstore

Requestor's Email: kathy.brown@sdsu.edu

Requestor's Phone Number: 619-594-7506

Purpose or Name of Student Fee: Pilot Project for Course Materials Immediate Access Opt-Out for PSY 319-01

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

☒ Establish a New Student Fee Proposed New Fee Amount: 40.00

Effective Date: 8/2/17 8/28/17

JUSTIFICATION for new fee
or to revise existing fee:

Piloting a program that allows all students in class to get access to materials first day of classes. Program allows students to remain in program or opt-out. The opt-out deadline is equal to the deadline to add/drop and will be at 11:59PM on 9/11/2017. Students opting out of program will not be charged for the materials. Students remaining in program will be charged. The cost for students being charged will be \$40. Immediate access to materials should help to improve learning outcomes. A goal of the pilot is to research this possibility. This course has been selected because of the instructor's interest and full use of the materials in class.

☐ 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:

Requestor

Date

L. P. P.

Provost or Vice President

4/2/17

Date

Dean/Administrator

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

☐ President's Approval
☐ CFAC information item

Crystal Little

Budget & Finance

4/24/2017

Date



SAN DIEGO STATE UNIVERSITY

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:

Pilot Project for Course Materials Immediate Access Opt-Out for PSY_319-01

STATEMENT OF REVENUES & EXPENDITURES

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

	ACTUAL	Projected YEAR ONE	Projected YEAR TWO
Fiscal/Calendar Year		Fall 2017	Spring 2018
Number of Students Paying Fee:		250	250
Fee Amount:		40.00	40.00
Revenues	0.00	10,000.00	10,000.00
TOTAL REVENUES:	\$ -	\$ 10,000.00	\$ 10,000.00
Faculty Salary & Benefits			
Staff/Management Salary & Benefits			
Student Salary & Benefits			
Supplies		8,000.00	8,000.00
Services		60.00	600.00
Equipment			
Other			
Other			
Other			
Other			
Other			
TOTAL EXPENSES:	\$ -	\$ 8,060.00	\$ 8,600.00

Additional Information:

Students will save 38% compared to the regular digital price and up to 67% savings compared to the print price. This pilot is designed to provide significant savings to students and also to provide them with course materials in a more expedient manner. Note that supply expenditures are publisher costs to bookstore and services expenditures are processing fees charged to the bookstore from the cashier's office. The bookstore is not-for-profit and all proceeds go back to the University.

☐ Additional documentation is attached

(attached additional documentation as necessary to justify proposed fee)

SAN DIEGO STATE UNIVERSITY
Proposed 2017/18 IRA BUDGET

	2016/17 Approved BUDGET	2016/17 3/29/2017 ACTUAL	2016/17 Est. 6/30/16 PROJECTIONS	2017/18 Proposed BUDGET	
REVENUE:					
FEES - MAIN CAMPUS	\$1,135,522	\$1,088,643	\$1,138,429	\$1,164,216	[a]
FEES - IVC	28,714	26,366	26,366	26,366	[a]
SUBTOTAL	\$1,164,235	\$1,115,009	\$1,164,795	\$1,190,582	
INTEREST INCOME/OTHER	2,000	1,993	2,000	2,000	[b]
TRANSFER IN/(OUT) - RESERVE					
TOTAL REVENUE:	\$1,166,235	\$1,117,002	\$1,166,795	\$1,192,582	
COMMITMENTS:					
DEDUCTIBLES-SPORTS CLUBS	\$3,000	\$0	\$0	\$0	[c]
MUSIC-LICENSING FEES	28,000	15,521	28,000	29,000	[d]
STUDENT TRAVEL INSURANCE	550	1,177	1,177	1,300	[d]
OVERHEAD (6% OF EXPENSES)	65,551	65,551	65,551	67,135	
IVC	28,714	5,704	26,366	26,366	
SUBTOTAL COMMITMENTS:	\$125,815	\$87,953	\$121,094	\$123,802	
NET AVAILABLE AFTER COMMITMENTS:	\$1,040,421	\$1,029,049	\$1,045,701	\$1,068,781	
PROGRAM ALLOCATIONS:					
ACADEMIC AFFAIRS	\$245,000	\$123,069	\$245,000	\$260,000	[e]
ATHLETICS	537,255	537,255	537,255	537,255	
ATHLETICS - INSURANCE	250,000	250,000	250,000	265,000	[e]
SUBTOTAL ALLOCATIONS:	\$1,032,255	\$910,324	\$1,032,255	\$1,062,255	
TOTAL EXPENSES	\$1,158,070	\$998,276	\$1,153,349	\$1,186,057	
BALANCE:	\$8,166	\$118,726	\$13,446	\$6,526	

EST RESERVE STATUS 2016/17	CAMPUS
RESERVE AS OF 6/30/16	\$116,475
2016/17 ALLOCATION	13,446
EST RESERVE AS OF 6/30/17	\$129,921

EST RESERVE STATUS 2017/18	CAMPUS
EST RESERVE AS OF 6/30/17	\$129,921
2017/18 ALLOCATION	0
2017/18 BALANCE	6,526
EST RESERVE AS OF 6/30/18	\$136,446

[a] Revenues projection based on enrollment estimate provided by Academic Affairs on 3/27/2017.

[b] Interest earnings estimate based on historical trend.

[c] Deductibles no longer paid from IRA budget.

[d] Budget is based on historical trend.

[e] Increase in 17/18 program allocations based on additional funds from HEPI.

Information Only - Total 17/18 IRA Fee Distribution

	IRA1 (Base)	IRA2 (Spr 04)	IRA3 (Fall 09)
IRA Fees - Main Campus (\$16.05 IRA1)	1,054,643		
IRA Fees - Main Campus (\$1.65 IRA3)			109,573
Athletics (IRA2 - \$85.55)		5,668,271	
Athletics (IRA3 - \$77.85)			4,965,148
Sports Clubs (IRA3 - \$5.90)			376,293
Total	1,054,643	5,668,271	5,451,014

Amount permanently transferred from Athletics
UOF to Academic Affairs UOF
(50% of IRA2)

2,834,136