

CAMPUS FEE ADVISORY COMMITTEE

January 24, 2014

MINUTES

ATTENDEES

Members:	Josh Morse	Mariah Kelly
	Morgan Chan	Kevin Hancock
	Javier Gomez	Kimberlee Reilly
	Linda Lewiston	David Ely
	Jonathan Cole	Kathy LaMaster

Non-voting member: Crystal Little

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

Approval of December 6, 2013 CFAC Meeting Minutes

The minutes were reviewed. Mr. Gomez motioned to approved the minutes, which was seconded by Mr. Hancock. The minutes were approved unanimously.

Informational Items

a. Category IV Library late and lost/damage fees for e-readers, laptops and tablets
Mr. Morse reviewed the information on the approval of the new library category IV fees.

b. Student Success Fee

i. Forum Schedule

Over the break, Mr. Morse initiated the help of student workers to call and email student organizations to see if they would host an open forum. Hosting a forum does not mean that they endorse or support the proposal. The open forum could be held during the normal time that the organization meets but the meeting would be open to the public. Ms. Chan suggested going to student organization meetings to provide information about the open forums and being visible before the open forums to promote better attendance. CFAC's role in the open forums will be as student presenters and all CFAC members should attend the forums when possible to ensure the presentations are objective and to hear what students have to say about the fee proposal. Mr. Morse advised that the forum schedule will be continually updated with changes and additions during the next few weeks. Updates will be posted on the Student Success fee website – studentsuccessfee.sdsu.edu.

ii. Presentation Slides

AVP LaMaster presented the latest version of the presentation slides. The purpose of the notes pages is to provide a script for presenters to ensure the forums are consistent from one presentation to the next. AVP LaMaster outlined the structure of the forums which will include a moderator at each forum that will open each session, introduce the panel, describe the role of CFAC, talk about alternative consultation and handle the question and answer session. To ensure the information in the presentation slides clearly illustrate undergraduate data from graduate data, Dr. Ely will add text to the slides to reflect graduate student information. Mr. Morse and Mr. Hancock suggested using raw data instead of percentages when presenting the statistical and financial information slides. CFAC members made suggested changes to presentation slides and AVP LaMaster noted these changes and the presentation slides were finalized.

AVP LaMaster presented a revised student feedback form showing the 4-year implementation of the fee. The committee discussed the value of including both the implementation of the fee as well as showing students what they will receive at each fee level on the feedback form. CFAC members were in favor of reiterating at the forums, on the presentation slides and student feedback form, that the fee will be implemented incrementally and to provide information about what the students will receive from the fee increase. The committee decided the final feedback form will have the implementation schedule to the right of the checkbox and to the right of that would be a box showing the faculty, course section and program information.

Mr. Morse updated CFAC on the status of the video. The first version of the video is complete but revisions are in process. When the video is finished, it will go out via social media and there will be a link to the video on the student success fee website.

Fee Requests

a. None

Action Items

New Business

Mr. Morse made the motion to adjourn the meeting, which was moved by Mr. Cole and seconded by Mr. Gomez. The meeting adjourned at 3:00 P.M.

Reminder: Next Meeting is scheduled for Friday, February 7, 2014 at 2:00 PM in Lipinsky Hospitality Center – Room SS-1608.