

University Budget Committee
January 7th meeting
Covell Hall 117 and via Zoom

Workplan: Discuss proposals for mandatory fee changes (except health fees); discuss issues to address in charge by campus change; review current course fee and differential tuition guidelines

Agenda

1. Mandatory fees (25 minutes)
 - a. Health fee summary (proposal at next meeting)
 - b. Matriculation fees
 - c. Student building debt fee
2. Update on charge by campus instead of course delivery mode change questions (10 minutes)
 - a. Answers, concerns and questions to consider:
 - i. Can it be phased in?
 - ii. Can students switch campuses (Corvallis to DSC for example)
 - iii. What about Oregon residents using Ecampus?
 - iv. What impact on athletics?
 - v. What is non-resident enrollment impact?
3. Course fee major issues (25 minutes)
 - a. Current restrictions/limits
 - b. Oversight process?
 - c. Timing cycle
 - d. Others?
4. Differential tuition major issues (25 minutes)
 - a. Criteria? How to distinguish unique needs.
 - b. Periodic review process?
 - c. Structure---class, college, course?
5. Other business or questions? (5 minutes)

The following pages give a one page summary of mandatory fees, course fee guidelines, and differential tuition guidelines and some of the questions or issues that could be considered (the last shown in bolded italics).

January 7th

1. Mandatory Fees

These fees are reviewed and recommended by the University Budget Committee in parallel with the process for recommending tuition rates (student incidental fees are also required fees but are set through a process managed by the student governments at Corvallis and Cascades). Mandatory fees are included in the legislatively defined 5% threshold for tuition and fee increases without approval from the Higher Education Coordinating Commission or the legislature.

Mandatory student fees include fees for:

- Student Health Services currently \$142.29 per term. These provides access to all the services of SHS.
- Counseling and Psychological Services currently \$65.11 per term. This is for access to the services that CAPS provides all students.
- Student building debt fee currently \$45 per term. This is used to pay debt service on funds borrowed to improve, repair, or build facilities specifically for Student Services (Dixon Recreation Center for example). It is not used for academic buildings.
- One-time matriculation fee currently \$350. This supports services and costs specific to new entering students including records in the registrar, new student programs, math placement testing, and others.

SHS and CAPS will provide a proposal for fee increases jointly for the January 21st meeting.

There is no request for an increase in the matriculation fee. The distribution of the fee is being reviewed to make sure it aligns with the intended uses (there has been a lot of reorganization in the last few years).

The student building debt fee has not been increased in at least 15 years. It currently generates about \$3M per year and is paying off about \$21M in outstanding debt. The current fee is generating some surplus which would allow for some small additional debt. However, there are substantial needs for capital repair and renewal for the Memorial Union, cultural centers, and Dixon as well as interests in expansion or improvement of facilities. A \$5 increase in the fee (done in \$1 increments over five years, 2.2% per year) would create an additional \$5M of 30-year debt capacity or \$2.7M of 10-year debt capacity (the length of the debt when you borrow depends on the type of improvement, construction, or repair). A \$10 increase in the fee (done in \$2 increments over five years, 4.4% per year) would create an additional \$10.4M of 30-year debt capacity or \$5.3M of 10-year debt capacity.

The goal of the increase would be to support the large-cost needs of student service facilities repair and expansion and ease some of the pressure on student incidental fees to support those renewal costs. It should be noted that incidental fees would (or should) still be supporting annual maintenance and small repair costs, as well as costs of replacing major equipment.

3. **Course fee overview.** Course fees are charged to support activities in a particular instructional course, laboratory or studio section..... Course fees must be charged to all students in the particular course and must be expended only for materials or activities in that course. Course fees must benefit all students in a course equally. The added costs of course fees are not always captured in financial aid awards.

Course fees requests are limited to costs documented for:

- Field trips off campus as part of the instructional program.
- Services or activities provided by a third-party as part of instruction.
- Private lessons, modeling, or professional services provided by staff not normally part of the academic unit. (*The Physical Activity Course (PAC) staff are a bit of a grey area....many are from outside the university but have academic rank which conflicts with the first bullet below*).
- Materials for projects that yield a tangible product retained by the student or equipment retained by the student.
- Specialized consumable materials or services for laboratory sections in lower- division service courses (usually those with more than 50% of enrollments from non-majors). (*This is here specifically to grandfather in charges that existed in courses like introductory chemistry as these would otherwise conflict with the “materials, licenses, and equipment” bullet below*).

Course fees may not be charged or used for:

- Costs for faculty of any rank or graduate teaching assistants, except as noted above.
- Use or maintenance of equipment, specimens, licenses, or other materials retained by the department or college.
- Materials, licenses, and equipment required for completion of the assigned instructional activities in a course except as noted above. An exception to this may be made if laboratory or other exercises for an online section of a course requires that materials be packaged and provided to a student for completion of the exercises at a site other than an OSU campus.
- Health and safety equipment required for carrying out assigned class activities, as this equipment is unlikely to have any useful value after the course. These kinds of equipment are normally considered a personal expense An exception may be made if the equipment can be provided to the students by the department at a substantial savings.
- Regular instructional materials or equipment (syllabi, text books, test books, class handouts, blackboards, projection equipment, etc.).
- Renovation or repair of instructional facilities or equipment.

Course fees must be approved by the Provost or their designated representative after review and recommendation by a Course Fee committee established by the Provost (***advice is needed on what this should look like***). The Course Fee Committee will establish a process for submission, documentation, and review of course fee proposals, including approval by department chairs and deans. Course Fees must be published in the University’s Catalog or the Schedule of Classes and made visible to students when they register.

Requests for new course fees or increases in existing fees will normally be reviewed once per year in winter term for implementation the following fall quarter. The course fee committee will establish a process for “out-of-cycle” approvals to accommodate new programs or rapidly growing programs, as at OSU-Cascades. Existing course fees will be reviewed at least once every three years to confirm the appropriateness of the charge (***the current schedule for submission and review needs discussion***).

Units that charge differential tuition are expected to have few, if any, additional course fee charges (***how to align this with differential tuition guidelines is important***).

4. Differential tuition overview.

Differential tuition may be considered for a program if:

- The costs for delivering the program (as documented by national norms) are significantly higher than for other majors at OSU (approximately 20% above the median program cost).
- The program has national norms that require accreditation, specialized services, limited course sizes, or additional support activities that increase the value of the program to students and that may create additional costs appropriately shared by students.
- There are external markets that define nationally recognized cost and value for certain degrees or credentials. This most often would apply to degrees professionally certified fields.
- The OSU program provides a unique educational opportunity that significantly enhances a student's experience (as in the Honors College).

In general, differential tuition charges:

- Must meet at least one of the criteria noted above, and preferably more than one.
- Provide services and experiences to majors in the program clearly distinct from those offered to students outside those programs.
- Are established at as broad a level as is appropriate (for example at the College or School level rather than individual majors if all majors meet similar criteria).
- Are charged only to students with junior standing and above, unless a significant part of the experiences supported by the charges take place in the freshmen and sophomore years (*it turns out it is actually probably very difficult to charge based on class standing and this may need review*).
- Are established by major rather than course designator (*subsequently there is one differential based on course that has been challenging to administer. It was because of a large number of minors in the program--is there an alternative?*)
- Are set as a per credit hour charge in addition to base tuition or as a flat charge per term (programs that allow part-time study may pro-rate a flat charge appropriately).
- Assessed 10% of gross revenues to augment the need-based institutional financial aid pool.

Proposals for new differential tuition charges or increases in existing charges (beyond inflation) will be reviewed annually. Proposals for new differential tuition charges should address:

- How the proposed charge meets the criteria described in this policy.
- How the differential tuition charges will substantially increase the quality of the learning experience for students.
- Description of the specific activities, services, and opportunities to be supported by the proposed charges and how they differ from what is normally available to students in other programs. Note that high faculty salary costs are not an appropriate criterion.
- Evidence of student consultation and a summary of student opinion.

Proposals for new differential charges or for increases in existing charges are reviewed by the University Budget Committee for recommendation to the Provost. All differential tuition charges will be reviewed at least once every five years to insure that they continue to meet the criteria described here (*there has not really been a process or system set up to do this on a regular basis*). (*Units with differential tuition should have few or no course fees---how to align the two guidelines could use some thought*).