

COLLEGE OF ARTS AND SCIENCES
Committee of the Chairs
Agenda—GUC, 200
March 15, 2016



1. Guests:

- a. Dr. Jerri Bullard, Alumni contact information for new graduates—Jerri says that she will continue to “harangue” you all to get your students to fill out the alumni forms needed for her new database.

2. Review and approval of minutes from March 1, 2016 meeting

3. Arts and Sciences Committee Updates:

- a. By-Laws Committee—no update
- b. Graduate Committee— no update
- c. Budget Committee—update from Dr. Maynard: Course Fee Production Discussion: front page of handout ties revenue directly to growth. The back of the handout discusses the distribution of the revenue to departments. Faculty will vote on the process described on the first page of the document (view attachment). Priorities and purpose is to generate revenue, tie it to growth and to credit hour production, and also to make sure departments are getting more money than they are getting now. More information to come via email.
- d. Awards Committee-no update
- e. College Curriculum Committee—next meeting is on Thursday, March 24th.

4. New Business:

- a. COAD Updates
 - i. Revision to Faculty Handbook: Office Hours-not covered due to time restraints
 - ii. Proposed Addition to Faculty Handbook: Sick Leave-not covered due to time restraints
 - iii. Textbooks and manuals. COAD update: No action was taken on this proposal. Deans were asked to provide their college Faculty Senate representatives with a copy of the current policy showing the conflict with the state of Alabama ethics law and ask that the Senators bring the issue before the Faculty Senate.
- b. Graduation Waivers- All graduation waivers should be emailed from department chairs to Dr. Maynard.
- c. Graduate Faculty Applications: due to the Dean’s office by Wednesday, March 23rd.
- d. Non-Tenure Track Faculty Renewal Letters: due to the Dean’s office by Thursday, March 24th.

5. Upcoming Dates and Announcements:

- a. COAS Awards Ceremony: Tuesday, March 15th, 6:00-9:00pm
- b. Spring Preview Day: Saturday, March 19th
- c. Lighting of the Fountain, March 21st, 7-9 pm
- d. Graduate Faculty Applications Due, March 23rd

- e. Non-Tenure Track Faculty Renewal Letters Due, March 24th (send to Piper)
- f. AAUW: April 8th-9th at UNA
- g. COAS Spring Faculty/Staff Meeting: April 18th, 3:00-5:00 pm

COAS Course Fee Proposal (DRAFT)

Summary:

In order to simplify course fees while still providing for classroom and equipment needs, as well as other costs associated with instruction and learning, the College of Arts and Sciences proposes a \$10 per credit hour COAS Course Fee to replace the current structure of course fees.

Rationale:

Traditionally, course fees were added to courses that included lab components and/or applied lessons. However, an increasing number of COAS courses have added similar hands-on components, including experiential learning and service learning. Moreover, departments are engaging in more internship experiences. These types of learning environments require expenses beyond current budget allocations. As a result, over the last decade, the College has added fees to a growing number of courses in order to cover the expenses associated with instructional costs. This has made student costs fluctuate based upon what courses were taken from semester to semester, and created confusing fee bills for students and parents. By simplifying the course fee structure, instructional costs will be more predictable for both the student and the College, and equalize expenses across all courses in the College of Arts and Sciences. This will also link revenue to growth, allowing the College to offset instructional expenses as the College continues to aggressively push forward with discipline-specific recruiting efforts.

Proposal:

The \$10 per credit hour COAS Course Fee would be attached to all credit-bearing courses within the College and all other course fees will be removed.

COAS Course Fee (per credit hour): \$10.00

Replaces all other course fees

Example (Revenue not Distribution):

	2015-16	2016-17
BI 111 (4)	\$50 course fee <u>\$0 COAS course fee</u> \$50 total	\$0 course fee <u>\$40 COAS course fee</u> \$40 total
EN 111 (3)	\$0 course fee <u>\$0 COAS course fee</u> \$0 total	\$0 course fee <u>\$30 COAS course fee</u> \$30 total

Current Course Fee Revenue (2015-16): \$315,166

Proposed Course Fee Revenue (based on 2015-16 enrollment): \$983,880

Distribution:

Departments will automatically receive the largest of the following calculations, to be used toward costs related to student instruction and learning:

- 1) \$55 for each student enrolled in a section of lab **OR**
- 2) \$65 for each student enrolled in a section of applied lessons **OR**
- 3) 40% of collected fees from courses with prefixes assigned to that department

The intent of the distribution options listed above is to ensure that no department's course fee distribution drops below their 2015-16 levels. If this does not occur, the amount will be adjusted to match those levels.

10% of collected fees will be used by the Dean as a discretionary account to meet the general instructional needs of the College. A full report of how those funds are used will be provided to the COAS Budget Committee at the meeting immediately following expenditure. Remaining funds will be retained by the Dean's Office to be used with the approval of the COAS Budget Committee for College-wide needs as well as in response to departmental requests.