

BOARD OF REGENTS
BRIEFING PAPER
HANDBOOK REVISION: Special Course Fees

BACKGROUND & POLICY CONTEXT OF ISSUE:

Special courses fees are specific to a course and pursuant to Board policy may only be used for extraordinary instructional costs (e.g. individual instruction such as private music lessons, class supplies, third party charges for use of a facility such as a golf course, special transportation requirements, or some combination of these reasons). At the December 2008 Board meeting regents requested that the definition for the use of special course fees be reviewed and revised to address concerns related to special course fees request for the Shadow Lane Clinical Skills and Simulation Laboratory.

The fees associated with certain courses taught at the Shadow Lane Clinical Skills and Simulation Laboratory were approved in December 2008 under a waiver of the Board's policy concerning special courses fees. In part, the approved fees will cover the costs associated with staff positions needed to support student instruction and interaction with the state-of-the art simulation equipment, which is not addressed in the current definition. Further, the fees will be used for supplies and software, some of which were not permissible under the current definition. Staff recommends the special course fee definition be revised to provide that supplies, including course-specific software, specialized equipment, and extraordinary instructional costs be additional items for which funds generated by special courses fees may be expended.

SPECIFIC ACTIONS BEING RECOMMENDED OR REQUESTED:

Amend Board policy (Title 4, Chapter 17, Section 19) to clarify the use of funds generated from special course fees may be used for course-specific software (e.g., CADD software for engineering courses), specialized equipment (e.g., welding torches), and extraordinary instructional costs (e.g., intensive supervision).

IMPETUS (WHY NOW?):

This proposal is brought forward in response to the Board's discussion of special course fees during the December 2008 meeting.

BULLET POINTS TO SUPPORT REQUEST/RECOMMENDATION:

- ◆ Clarifies the use of special course fees; and
- ◆ Addresses the unique situation of the additional costs associated with courses taught at the Shadow Lane Clinical Skills and Simulation Laboratory under the Health Science System.

POTENTIAL ARGUMENTS AGAINST THE REQUEST/RECOMMENDATION:

None have been brought forward at this time.

ALTERNATIVE(S) TO WHAT IS BEING REQUESTED/RECOMMENDED:

No alternatives have been brought forward at this time.

COMPLIANCE WITH BOARD POLICY:

- Consistent With Current Board Policy: Title # _____ Chapter # _____ Section # _____
- Amends Current Board Policy: *Title 4, Chapter 17, Section 19*
- Amends Current Procedures & Guidelines Manual: Chapter # _____ Section # _____
- Other: _____
- Fiscal Impact: Yes No _____

Explain: *Special course fees represent extraordinary costs associated with specific programs or services. Fee supported budgets that meet the reporting threshold of \$25,000 will be reported in the self-supporting budget reports.*

POLICY PROPOSAL
TITLE 4, CHAPTER 17, SECTION 19
Special Course Fees

Additions appear in *boldface italics*; deletions are [~~stricken~~ and bracketed]

Section 19. Special Course Fees

It is the policy of the Board of Regents that the registration fee be the only fee assessed for taking a course except as *otherwise* outlined in this section. The reasons for these exceptions are extraordinary instruction costs due to: (a) individual instruction (e.g., private music lessons), (b) class supplies, *course-specific software, and specialized equipment* (e.g., welding *equipment and materials*), (c) third party charges for use of a facility (e.g., golf), (d) special transportation requirements, or (e) *extraordinary instructional costs (e.g. intensive supervision, support or additional technical expertise required for the delivery of the course)*, (f) some combination of these reasons. Responsibility for implementing this policy is delegated to the Presidents up to a maximum of \$50.00 per course. Courses requiring fees higher than \$50.00 require Board of Regents approval.