

BOARD OF REGENTS
BRIEFING PAPER

1. Agenda Item Title: *Handbook* Revision - Differential Program Fees Reporting

Meeting Date: March 5-6, 2015

2. BACKGROUND & POLICY CONTEXT OF ISSUE:

Current *Handbook Policy* (Title 4, Chapter 10, Section 18) states that in the fall of each odd numbered year, each institution with approved differential fees submit a detailed written report to the Chancellor's Office regarding the actual expenditure of differential program fees with an explanation of how the fees have been used for the benefit of the academic program for which the differential fee was established.

Senate Bill 449 (SB449) from the 2011 Legislature requires Nevada System of Higher Education to provide a report by February 1 of each year on differential program fees.

Both reports include similar information (demand for each program and major, cost of providing each program and major and a schedule of all tuition charges and registration fees assessed for each academic program and major).

3. SPECIFIC ACTIONS BEING RECOMMENDED OR REQUESTED:

Vice Chancellor Vic Redding requests approval to amend *Handbook Policies* as follows:

- Use of Differential Program Fees (Title 4, Chapter 10, Section 18): amend the required reporting date to be February 1 of each year (consistent with SB449 requirements) and add a cross-reference to the Differential Program Fee in Title 4, Chapter 17, Section 26 to link the two policies together.
- Differential Program Fees (Title 4, Chapter 17, Section 26): add a cross-reference to Differential Program Fees (Title 4, Chapter 10, Section 18) to link the two policies together.

4. IMPETUS (WHY NOW?):

Amending the submission date of the report to February 1 of each year will allow staff to create and submit reports on a consistent basis for both the Board of Regents and the Legislative Counsel Bureau.

5. BULLET POINTS TO SUPPORT REQUEST/RECOMMENDATION:

- Allows staff to submit reports on a consistent basis (vs. one in the fall of odd years and one each February 1).
- Consistent with the directive from the Board of Regents to streamline reporting processes

to reduce and/or eliminate staff time in creating and/or submitting redundant or no longer needed reports.

6. POTENTIAL ARGUMENTS AGAINST THE REQUEST/RECOMMENDATION:

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

Continue to submit reports each in the fall of each odd numbered year to the Board of Regents and each February 1 to the Legislative Counsel Bureau.

8. COMPLIANCE WITH BOARD POLICY:

Consistent With Current Board Policy: Title #____ Chapters #____ Sections #____
 Amends Current Board Policy: Title #_4_ Chapter #_10 & 17_ Section #_18 & 26_
 Amends Current Procedures & Guidelines Manual: Chapter #____ Section #____
 Other: _____
 Fiscal Impact: Yes ____ No X____
Explain: _____

POLICY PROPOSAL
TITLE 4, CHAPTER 10, SECTION 18
Use of Differential Program Fees – Handbook Reference

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

Section 18. Use of Differential Program Fees

1. Funds generated from a differential program fee shall be deposited into a Differential Program Fee Account that is maintained separately for each program.
2. Funds generated from a differential program fee will not be included in the state supporting operating budget and will be retained by the institution.
3. Funds generated from a differential program fee shall be expended on goods and services directly related to the program with which the fee is associated, including, but not limited to, salaries and wages, operating, equipment and library materials that directly benefit the program. Appropriate levels of state support for the program shall continue.
4. At least 15 percent of the differential program fee at the universities and state college and 10 percent of the differential program fee at the community college must be allocated for need-based financial aid for students enrolled in the program for which there is an approved differential program fee. Institutions may establish policies and procedures consistent with this subsection to allow graduate assistants in a program with an approved differential fee to register without such a fee and to account for such allowance in reporting the required set aside for need-based financial aid.
5. Expending funds generated by the differential program fee for purposes other than those described in subsections 3 and 4 shall require approval by the Board of Regents.
6. ***On or before February 1 of each year*** [~~In the fall of each odd-numbered year~~], each institution with approved differential fees will submit a detailed written report to the Chancellor's Office regarding the actual expenditure of differential program fees with an explanation of how the fees have been used for the benefit of the academic program for which the differential fee was established. ***The Chancellor's Office shall transmit these reports to the Board annually.***
7. ***As used in this section, "differential program fee" refers to a differential program fee established in Title 4, Chapter 17.***

POLICY PROPOSAL
TITLE 4, CHAPTER 17, SECTION 26
Differential Program Fees – Handbook Reference

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

Section 26. Differential Program Fees

1. NSHE institutions may bring forward annually for Board approval differential program fees to be retained by the institution that would be assessed in addition to registration fees. Each institution must establish procedures to ensure that student input is appropriately sought that must include a review of existing special course fees in the process of developing a differential program fee.
2. Upon the establishment of a differential program fee, all existing special course fees associated with the same program shall be eliminated, except those that are designated to cover the cost of consumables associated with a specific course.
3. Differential program fees shall be limited to high cost and/or high demand programs only, and such requests must be accompanied by documentation justifying the higher cost for students.
4. Except for clinical and applied health programs, differential program fees shall be limited to upper-division (300-400 level) and graduate level (500 level and above) courses.
5. Differential program fees shall be brought forward to the Board for consideration upon consultation with all institutions offering the program.
6. The chancellor shall establish procedures for the administration of differential program fees, including but not limited to guidelines for the expenditure of revenue generated from such fees *consistent with the use of differential program fees set forth in Title 4, Chapter 10.*