



BUDGET AND INSTITUTIONAL ANALYSIS  
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DAVIS, CALIFORNIA 95616

October 12, 2018

## DEANS AND DEPARTMENT CHAIRS

### RE: Course Materials and Services Fees - Proposals for fall 2019

Dear Colleagues:

This letter serves as the fall 2019 call for Course Materials and Services Fees (CMSF) proposals, revisions, or renewals. New and revised fees may be implemented only in fall quarters. To have fees approved in time to be published in the *Class Schedule* and the *Course Catalog* for fall 2019, the review process will begin in fall 2018. Colleges/divisions should submit proposals **no later than November 21, 2018** for review by the campus-wide CMSF Committee for fall 2019 implementation.

### COURSE MATERIALS AND SERVICES FEES POLICY

The Course Materials Fee policy, PPM 330-86 is currently undergoing a revision to incorporate the review of miscellaneous student fees (such as the document fee, the International Student Administrative Fee etc.) through the Course Materials and Services Fees Committee. Some of the changes include:

- Expanding the committee to include a graduate student.
- Addition of new section in PPM 330-86 on miscellaneous student fees.
- The portion on CMSF policy and procedures will remain the same.

The revisions will not affect the current course materials and services fee policy and procedures. The review process for miscellaneous fees will be handled separately from the review process for CMSF.

The current campus policy on CMSF and a link to the systemwide policy and guidelines can be found at <http://budget.ucdavis.edu/studentfees/cmsf/index.html>. You should continue to use the current policy for this review period.

Traditionally, most of the costs recovered through CMSFs were for materials used in courses. In recent years, however, staff-related costs have increasingly been included in a significant number of CMSF proposals. Approval of staff cost in CMSF proposals will be at the discretion of the CMSF Committee and staff costs will be reviewed on case-by-case bases. A list of examples of allowable staff costs is provided below (see Attachment A).

During this year review process, the committee will continue to 1) give careful consideration to the complex issues raised by the inclusion of staff costs in CMSFs, 2) thoroughly evaluate the proposals, and 3) make recommendations consistent with the appropriate policies and principles.

## **PROCEDURES FOR NEW, RENEWAL OR REVISED COURSE MATERIALS AND SERVICES FEES**

**Submission process.** The department chair signs the CMSF proposal that is then routed to the respective dean's office. Departments should consult with their dean's office about its particular internal review process, which must include Executive Committee consultation. The dean then submits a letter addressed to Budget Analyst Teresa Strausser in Budget and Institutional Analysis (BIA) that provides a list of the proposed fees and concurrence by the college/division Academic Senate Executive Committee.

The department's written proposal should be prepared using the CMSF proposal form. The form is an Excel worksheet that includes formulas for ease of data entry. The proposal form, CMSF policy documents, UC systemwide guidelines, fee waiver form and a list of current approved fees are all available on BIA's website at <http://budget.ucdavis.edu/studentfees/cmsf/index.html>. We encourage you to review these materials.

**Renewed CMSF.** Fees are generally approved for a three-year period and will expire unless the department requests a renewal. A renewal is a continuation of a previously approved fee, with no changes to the fee amount. To propose a renewal, the department completes sections I and IV of the CMSF proposal form.

- If there are changes in the expense category of a previously approved fee, the department must also complete section I and II and request approval for the new expenses before charging them to the CMSF account.
- If the fee has generated a deficit or surplus that exceeds 8 percent of the original budget, departments must also complete section II and provide an explanation in the dean's letter.
- For renewed CMSF proposals with staff cost, the department must also complete section V of the CMSF proposal form.

**If a fee is scheduled to expire in June 2019, departments must submit a renewal proposal for the fee to continue.**

**New or revised CMSF.** For new fees, the department prepares sections I-III of the proposal form, then submits to the college/division dean and Executive Committee for review of appropriateness and compliance with UC and campus policy. For revised fees, the department also prepares sections I-III, but adds historical data in section II. For both new and revised fees, the department chair and dean must sign section IV of the proposal form. For new or revised CMSF proposals with staff cost, the department must also complete section V of the CMSF proposal form.

Policy states that if the fiscal close account balance exceeds 50 percent of the expenditure for the last year the course was offered, the department must submit a request to lower the fee.

Departments may group similar undergraduate courses together to charge the same fee for each course only with the explicit approval of the CMSF Committee. The department must demonstrate that grouping the courses together will provide cost savings.

**Review, notification and accounting process.** The CMSF Committee will review the submittal, make a recommendation to the Chancellor, and notify the department and the dean of the Chancellor's decision. BIA will notify the University Registrar of fees to be published in the quarterly class schedules. The Registrar will also annotate the Banner database.

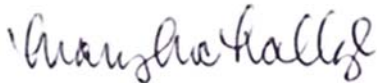
The department must establish an account for receipt of fee income and monitor expenses and income as they are incurred. Revenue from each fee must be accounted separately and may not be commingled with state general funds. Departments must accurately document the costs associated with the course materials; departments needing assistance to determine the easiest way to track course-level income and expenses should contact Student Accounting at 752-3646.

Departments must include a notice of the CMSF in the course syllabus and must provide an explanation of the materials purchased with the fee either in the syllabus or on the course website. On the first day of class, the department or the instructor should inform students about the fee and describe the waiver option. Students who cannot pay the fee will be responsible for seeking a waiver from the department and for providing required documentation before the 20th day of instruction. Departments will be responsible for designating a representative to approve waiver requests and for providing Student Accounting with a list of students in each section who are exempt from the fee. This list should be provided by the 30th day of instruction.

**Fee waiver form.** Departments who deny a fee waiver request should refer the student to the Financial Aid Office for review of their financing options. Student Accounting will bill students for the fee and credit those who are exempt from the fee. Student Accounting will also deposit the income into the department's established account. The fee waiver form can be found at <http://budget.ucdavis.edu/studentfees/cmsf/index.html>.

If you have any questions about the forms or the process, please contact Budget Analyst Strausser at [trausser@ucdavis.edu](mailto:trausser@ucdavis.edu) or 752-2463.

Sincerely,



Mary McNally, Executive Assistant Dean  
School of Veterinary Medicine  
Co-Chair, Course Materials and Services  
Fees Committee 2018-19



Penelope Herbert, Executive Assistant Dean  
College of Agricultural & Environmental Sciences  
Co-Chair, Course Materials and Services  
Fees Committee 2018-19

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cc: Assistant Deans  
Registrar Crom  
Analyst Strausser  
Student Accounting Manager Acevedo

Specific examples of appropriate personnel costs that may be charged to a CMSF include, but are not limited to:

- (1) The technical staff costs associated with preparing animal cadavers or cadaver parts for surgery and anatomy courses.
- (2) The technical staff costs associated with health care and animal husbandry for animals specifically for use in a course. When animals used in a course are part of an existing herd or flock, only the staff time dedicated to husbandry and management of these animals for the specific course may be included.
- (3) The technical staff costs associated with operating, calibrating, and instructing on the use of highly specialized instrumentation. Highly specialized instrumentation can include but are not limited to lasers and plotters for student work in landscape architecture courses. Technical staff often require certification or specialized training to operate highly specialized instrumentation.
- (4) The technical staff costs associated with instructing students on chemistry lab safety and safely managing chemistry experiments.
- (5) The technical staff costs associated with the preparation of necessary chemicals, specimens, and supplies necessary for laboratory courses. This does not include the staff time to purchase or inventory these materials.
- (6) The technical staff costs associated with instructing students on specialized tasks in photography, painting, and sculpting courses.
- (7) The technical staff costs associated with biological media preparation, proper sterilization, decontamination and hazardous waste disposal for laboratory courses, and specialized environmental and ecological systems expertise, such as sea water systems.
- (8) The technical staff costs associated with live plant collection, plant growth, and classification for life science laboratory courses.

It is helpful to be brief but descriptive when providing description of staff in CMSF proposals. Do not just state that they are “working in lab”. Instead, give brief example to “show” how they are highly specialized.

Only include cost that are related to the staff performing their highly specialized task. For example, do not include time spent of doing such task such as taking inventory in the cost calculation (Section I) or in staff description (Section V) of the proposal form.

**Good Description:** Computer Resource Specialist (CRS) to assist students in printing large scale documents such a posters and blue prints. This IT specialist is the custodian of the printing equipment and limiting access to trained employees, helps reduce the risk of damage and abuse. The CRS operates a laser cutter to produce 3D images based on information provided by students. This laser cutter is not accessible to students as it is a very dangerous piece of equipment that can catch on fire if not used properly. The CRS has responsibility to ensure safety protocol is followed.

**Bad Description:** Staff member is specialized and works with students in lab. The technician is an expert in the field.

**Approval of staff cost in CMSF proposals will be at the discretion of the CMSF Committee and staff costs will be reviewed on case-by-case bases.**