

CAMPUS FEE ADVISORY COMMITTEE MEETING

Minutes

Date: 3/15/2024

Time: 10:00 AM

<https://csusb.zoom.us/j/85387914160>

Committee Members

1. Faculty Senate Chair or designee: Claudia Davis, *Co-Chair*
2. Faculty Senate EPRC Rep: Jordan Fullam
3. University Advancement: Antonio Guijarro-Ledezma - **Absent**
4. Student Affairs Rep: Mike Rister
5. Finance, Technology & Operations Rep: Maria Badulis
6. Finance, Technology & Operations, ITS Rep: Heather Hopkins
7. Academic Affairs Rep: Patrick Bungard
8. PDC Rep: Avi Rodriguez
9. ASI President or Designee: Carson Fajardo, *Co-Chair*
10. ASI Undergrad: Autumn Hudson
11. ASI Undergrad: Kya Sauls - **Absent**
12. ASI Undergrad: Damaris Preciado - **Absent**
13. ASI Undergrad: Sri Alapati
14. ASI Undergrad (PDC): Diego Rendon
15. ASI Graduate: Ramtin Ranjpour

Guests

16. Andreina Dominguez, Assistant to AVP – Finance & Administrative Services (zoom support/ minute taker)
17. Dr. Craig Seal, Professor, Department of Management
18. Dr. Bradford Owen, AVP for Faculty Development
19. Dr. Rafik Mohamed, Provost & VP, Academic Affairs - **Absent**
20. Cary Barber, Associate Professor of Ancient History
21. Sesar Morfin, AVP – Finance & Administrative Services

Faculty Senate Chair, Claudia Davis, called the meeting to order at 10:00am.

1) Welcome and Introduction

Faculty Senate Chair, Claudia Davis and ASI President, Carson Fajardo welcome everyone and introduced themselves.

2) Approval of May 3, 2023 Minutes

Faculty Senate Chair, Claudia Davis motion to approve the May 3, 2023 minutes by Patrick Bungard seconded Heather Hopkins.

The May 3, 2023 minutes were unanimously approved as presented.

3) Overview of CFAC

Finance, Technology & Operations Rep, Mimi Badulis presented the overview of the Campus Fee Advisory Committee to all committee members.

4) Fee for Planned Master of Science in HR Management

Dr. Craig Seal, Professor, Department of Management, presented the miscellaneous course fee.

- The Master of Science (MS) in Human Resource Management (HRM) program offers students a comprehensive graduate education that prepares them for careers in human resources.
- The 30-unit program will provide coursework and experiential learning activities and expose students to the foundational concepts of human resource management, including managing human capital, strategic human resources, compensation, employee relations, employment law, training & development, and workplace planning.
- The program will have a final, culminating experience, that will help prepare students to sit for the SHRM certification exam.
- Proposed Course Fee of \$575.00 for Graduate Student Enrolled in “HRM 6981 Culminating Experience”, the culminating course for the proposed MS HRM Program.
- Materials must be pre-paid by the Program, and then provided to students.
- Participant materials \$575.00
 - Paid by students who enroll in the course
- Instructor Materials \$975 + \$375 for each additional kit
 - Covered by the program
- The intent of the capstone course is to help students synthesize their learning and to prepare for the Society for Human Resources Management (SHRM) Certification Exam.

Alternatives

1. Use the SHRM Participant Materials at a cost of \$575.00 per student enrolled in HRM 6981
2. Have students purchase a self-paced study guide package which starts at \$1,025
3. Not use the SHRM Certification Materials, considering an alternative culminating experience, but one that does not lead toward certification preparation.

Mr. Bungard asked how many students are anticipating going through the program.

Dr. Seal mentioned they were looking at about 5 to 10 students to start and eventually hoping to have cohorts of around twenty to thirty is what they would like to see in the program for it to be viable moving forward. In addition, the key to this class is other classes of other programs (MBA and MPA) have both asked about this specific class, therefore, they might offer it as an elective course in their programs, if it was part of the SHRM certification process.

Mr. Rister asked if there is a type of scholarship or grants that students can apply for with this program?

Dr. Seal stated that as of now they do not have anything, however, they do have various grant opportunities available, and this might be something that they can put on potentially. Perhaps, for one or two students a year, outstanding student award could potentially apply for a fee waiver. We will be looking into this if we move forward with it and maybe subsidize some students who might have a need or merit based.

Dr. Davis asked if the instructional materials are available through an independent publisher.

Dr. Seal clarified that is through SHRM as they are the ones that have the licensing. There would be a license

agreement with them. The licenses are bought from them, and then they are given to the individual students in the class.

Motion to approve an additional fee course of \$575 for the MS HRM Program to prepare for certification by Patrick Bungard seconded Mike Rister.

The motion was unanimously approved.

5) Follet Equitable Access Fee

AVP for Faculty Development, Dr. Bradford Owen, presented the Follet Equitable Access Fee.

- The proposed new fee is to implement the Follett Equitable Access (EA) program, which provides all undergraduate students all instructional materials including books and publisher content for a pre-paid fee of:
 - \$21.50 per unit per semester, capped at \$322.50 per term.
 - Any student may opt out of the Equitable Access program before the census date (third week of the semester) and avoid the \$21.50 per unit charge.
- Covers all textbooks and other instructional materials (IM)
- Guaranteed access to IM from first day of the term
- Reduce the cost of IM for 75% of CSUSB students
- Give 100% of participating students access to their instructional materials before the start of the semester
- Pilot for Fall 2024 only
- Any IM can be adopted in EA
 - KEY: If faculty can adopt now, it's covered by EA
- Faculty are free to choose IM media type:
 - 'Digital first': Digital if available, hard copies if not
 - If instructors opt for paper versions, Follett will provide
- Cost and Savings
 - "Average" CSUSB student saves ~\$400/yr w/EA
 - Median student saves ~\$130/yr
 - Upper 25% of IM cost will save \$680/year
 - BUT: ~25% will not save money on IM using EA
- CSUSB Associated Students Incorporated Board of Directors approved a pilot EA program for Fall 2024.
- Proposed EA Pilot, Fall 2024
 - EA presentations to the Faculty Senate
 - Executive Committee on 11/15/22
 - Full Faculty Senate on 3/07/23
 - [Minutes from this meeting](#)
 - Executive Committee on 3/12/24

Dr. Davis requested for the presentation be posted for CFAC members to review (linked to minutes).

[EA Presentation](#)

6) Discussion - (All)

Dr. Davis noted that the Faculty Senate did not approve this when it was presented to the Faculty Senate as the EA program limits faculty ability to choose textbooks and likely affect their pedagogy. We want to ensure that faculty can choose the appropriate content for their courses.

Mr. Barber clarified that when it was presented to the Faculty Senate, there was never an actual vote on whether it was approved or disapproved. The only vote that took place was whether the Executive Committee would survey students. The Executive Committee was supposed to provide a survey to all faculty asking them whether they approve of this measure, which was never done.

Dr. Owen corrected that the motion that was voted on by the Senate Executive Committee was whether the Senate Executive Committee would survey faculty as to whether they would support the EA Program and not students as mentioned previously. There was no formal vote by the faculty on approving or disapproving the program. Furthermore, the idea that there is a restriction on choice of textbooks is a persistent misunderstanding and that is not the case at all. The minutes for the Senate Executive Committee meeting will be included in the presentation.

Mr. Bungard wanted clarification on how it would be announced to students that they could opt out of the program, since it is optional for students.

Mr. Barber informed that announcements to students will go through LMS through text and through email. Moving forward they will closely work with ASI to determine the best method of letting students know how they can opt out and the specific procedure. In addition, Dr. Owen has proposed in the past adding a sort of calculator mechanism to the LMS or a link to it to help students determine whether they should stay in or whether they should get out.

Dr. Owen added that the highest priority is to raise awareness, so that every student understands they have the freedom to opt out before census.

- A message will show on canvas in every course site.
- Will work with ASI to post in social media.
- Send push notifications through the My Coyote app.
- Will ask faculty to remind their students in class that they have the option to opt out.
- Put a link to a worksheet on website; students can figure out how to calculate whether if EA makes sense for them.

Mr. Rendon wanted clarification on how soon students are able to receive their textbooks before the semester; if there is a specific date. Also was interested in knowing what type of students with what majors would not benefit from the program.

Mr. Barber informed that Follet has previously offered in the past a week ahead of time to deliver textbooks. However, he will be happy to ask them to expedite delivery. If students are interested in it. He added that some majors that have a disproportionate number of high-cost textbooks are majors in social sciences, Nursing, Accounting and Business.

Dr. Owen stated that some students in majors that might tend not to benefit is Studio Art or Theater Arts; as they do not really have textbooks and have supplies that they need to buy instead. Classes where textbooks are not at the center of the pedagogy would tend not to benefit from this program.

Dr. Davis commented that the nursing program uses a different publisher.

Mr. Fajardo stated that as a Business Management student, he never spends over \$200 a semester and more likely he will be a student that will opt out of the program. However, he understands that there are students within programs that spend upwards of \$600 - \$800 a semester on books that will benefit from the program.

Ms. Alapati asked how would graduate students be affected? Follet was offered in one of her classes, however, she was able to loan the book through the library. How would this option be informed to students?

Mr. Barber commented that graduate students will be excluded from the program from what it seems like and will be included though in inclusive access options. He commented that they offer a \$900 grant to faculty, who offer and tell students about these kind of library materials; he will continue to emphasize that. The more faculty adapt to this, the lower that fee would be. He will be happy to continue to press on this. Overall, grad students will not have this fee.

- Follet has committed to providing a hardcover copy if a faculty member chooses to have a hard cover, they will make that available. However, he will confirm with Follet if this option is available.

Mr. Rister asked for clarification if students in nursing program will have to opt out themselves of the Follet program or will they be automatically excluded.

Dr. Davis stated that the contract will have to be reviewed to verify, however, she clarified that nursing students purchase through a different publisher as there is already an actual agreement that states a price that nursing students pay for all their textbooks; it is purchase as a bundle.

Mr. Barber clarified that Follet is not a publisher and is more like a middleman bookstore that buys from publishers directly and sets prices. Nursing students would save money for this program if they could be included. The idea is to save as many students as much money as possible.

Dr. Owen clarified that it is not the student's choice to choose a hard copy of the textbook and is the instructor's choice. If the instructor prefers hard copies, they can get hard copies for the class. If the instructor goes with digital, the student cannot get a hard copy. They would have to obtain the textbook outside the EA program.

Dr. Davis asked if students would have access to their course material in EA after they graduate.

Dr. Owen stated that access to the book is short term; they do not keep the book it is a rental. Any books that students that want to keep after the class they will have to buy separately.

Mr. Fajardo asked if students are able to opt out of the program for some classes where they might not want to get the textbook or is it an all or nothing situation.

Mr. Barber confirmed that is an all or nothing situation; if students opt out, they would be opt out for all classes and not just some of them.

Dr. Davis asked what percentage (Ex: profit) is Follet getting from this program.

Mr. Barber commented that he is not sure as this kind of information is proprietary and has no access to the information.

Mr. Morfin spoke on behalf of UEC as he is currently serving as the Executive Director of UEC and confirmed that it is proprietary information. Informed that this has been rolled out over the last couple of years, and compared prices to other CSU's, they are confident that it is a fair price and reasonable price for students.

Mr. Fajardo asked for clarification on the billing; is it based on units?

Mr. Barber confirmed that anything over 15 hours is free, anything under, is charged at the enrollment number of rates; if you have 12 hours of credit it will charge 12 times \$21.50.

Dr. Davis recommended bringing this to the Faculty Senate to discuss and have an official vote as there was not an official vote. This involves faculty making decisions on their courses and curriculum as well. Therefore, it will make this very collaborative and inclusive.

Dr. Owen clarified that Faculty Senate vote bears no decision of the CFAC committee and is requesting for a vote, due to the timeline to implement the Fall pilot. The Faculty Senate already had a chance to consider this last year. Therefore, there is no reason to delay a vote by the CFAC committee any further. He asked to hear from the other chair of the committee as to whether he would like to proceed with a vote.

Mr. Fajardo stated that as this item is part of the agenda, we should consider voting. As a co-chair of the committee, he will not limit that. Commented that this has been brought to the ASI Board, and the ASI Board has already approved. Mr. Barber and Dr. Owen have considered the student voice; therefore, he is in favor to vote.

Motion to approve the Follet Equitable Access Program for a pilot for Fall 2024 as presented by Carson Fajardo seconded Diego Rendon.

Passed (9 approved/0 opposed/1 abstain).

7) Closing Remarks

There were no closing remarks.

8) Adjournment

Faculty Senate Chair, Claudia Davis, adjourned the meeting at 11:21am.