

Business and Financial Affairs
San Diego State University
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San Diego CA 92182-1620
Tel: 619 · 594 · 5631
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Thomas McCarron
Vice President and CFO

MEMORANDUM

DATE: December 7, 2015

TO: Elliot Hirshman
President

From: Tom McCarron 
Vice President, Business and Financial Affairs

SUBJECT: Recommendation for Approval of Category III Course Materials
Immediate Access Fee

Please find attached for your approval the Category III fee request from Academic Affairs per Executive Order 1102. This request is to establish a Category III Course Materials Immediate Access fee. This is a pilot program that will allow all students access to class materials on the first day of class. Students may remain in the program or opt-out by the add/drop deadline. Only those students that remain in the program will pay the fee. This is a pilot program for GEO 321-02 and ANTH 101-01 courses. The Campus Fee Advisory Committee recommends approval of this fee.

The committee voted to recommend approval of this fee at the CFAC meeting on December 4, 2015. Attached please find the minutes from this meeting.

Please let me know if you have any questions.

Attachments

Category III Fee Request

December 7, 2015

RECOMMENDATION

Approve new Category III Course Materials Immediate Access Fee effective Spring 2016 for two pilot courses as follows:

Category III Fee	Fee Amount
GEOG 321-02	\$61.50
ANTH 101-01	\$52.50

Approved


Elliot Hirshman

Date:

12/10/2015

CAMPUS FEE ADVISORY COMMITTEE

December 4, 2015

MINUTES

ATTENDEES

Members:	Douglas Deutschman	David Ely
	Kathy LaMaster	Tony Chung
	Leo Carrillo III	Tyler Aguilar
	Andrea Byrd	Kimberlee Reilly
	Sergio Cisneros	Jose Preciado
	Patty Masengale	

Non-voting member: Crystal Little

Guests: John Mark Shorack, Agnes Wong Nickerson, Kathy Brown

The meeting was called to order at 2:04 P.M. by Kimberlee Reilly, CFAC Chair.

Approval of October 16, 2015 CFAC Meeting Minutes

The minutes were reviewed. Mr. Carrillo motioned to approve the minutes, which was seconded by Mr. Aguilar. The minutes were approved unanimously.

Informational Items

- a. Cat IV – International Travel Insurance

CFAC reviewed the Cat IV – International Travel Insurance fee that was approved by President Hirshman on November 17, 2015.

Fee Requests

- a. Cat III – Pilot Course Materials Immediate Access fee recommendation

AVP LaMaster presented the Pilot Course Materials Immediate Access fee recommendation. AVP LaMaster explained that the goal of the fee is for students to obtain course materials in a more timely fashion. In addition, AVP LaMaster explained that students will be able to opt out of the fee. Ms. Brown notes that students will be sent notices about the opt out procedure. The fee will be implemented on a pilot trial for two courses. AVP LaMaster will provide additional analysis of students that opt in/out after the add/drop deadline. The committee discussed the proposed fee. Mr. Aguilar made the motion to move the fee request to action, which was seconded by Ms. Byrd. The motion was approved unanimously.

Action Items

Mr. Aguilar made the motion to approve the Cat III - Pilot Course Materials Immediate Access fee recommendation, which was seconded by Ms. Byrd. The motion was approved unanimously.

Mr. Preciado made the motion to adjourn the meeting, which was seconded by Mr. Aguilar. The motion was approved unanimously. The meeting adjourned at 2:37 P.M.

Reminder: Next Meeting is scheduled for Friday, January 29, 2016 at 2:00 PM in Lipinsky Hospitality Center – Room SS-1608



SAN DIEGO STATE UNIVERSITY

Request to Establish or Revise Student Fee

Contact extension 4-4578 for assistance with completion of form. Send completed form electronically to Budget & Finance.

budget@mail.sdsu.edu

Required Fields
Budget & Finance Use Only

Name of Requestor:

Kathy LaMaster

Request Number: **15-003**

Organization/Department Name:

Academic Affairs

Requestor's Email:

lamaster@mail.sdsu.edu

Requestor's Phone Number:

619-594-5166

Purpose or Name of Student Fee: Pilot Project for Course Materials Immediate Access Opt-Out for GEOG 321-02

☐ Revision to an Existing Student Fee

Proposed Revised Fee Amount:

☒ Establish a New Student Fee

Proposed New Fee Amount:

Effective Date:

JUSTIFICATION for new fee
or to revise existing fee:

Piloting a program that allows all students in class to get access to materials first day of classes. Program allows students to remain in program or opt-out. The opt-out deadline is equal to the deadline to add/drop and will be at 11:59PM on 2/2/2016. Students opting out of program will not be charged for the materials. Students remaining in program will be charged. The cost for students being charged will be \$61.50. Immediate access to materials should help to improve learning outcomes. A goal of the pilot is to research this possibility. This course has been selected because of the instructor's interest and full use of the materials in class. Please see attachments for more detail.

☒ Statement of Revenues & Expenditures is attached (REQUIRED)

☒ Additional documentation is attached

(attached additional documentation as necessary to justify proposed fee)

Please refer to SDSU Fee Policy & Procedures tab for further information and guidance.

APPROVALS:

Kathy LaMaster
Requestor

11/19/2016
Date

Provost or Vice President

11-23-15
Date

Dean/Administrator

Date

Budget & Finance Use Only

Fee Category:

☐ Category II
☒ Category III

☐ Category IV
☐ Category V

Action Items:

☐ Student Fee Referendum/Alt. Consultation
☒ CFAC recommendation
☒ President's Approval
☐ Chancellor's Office Approval

☐ President's Approval
☐ CFAC information item

Budget & Finance

11/25/2015
Date



SAN DIEGO STATE UNIVERSITY

Request to Establish or Revise a Student Fee

Contact extension 4-4578 for assistance with completion of form. Send completed form electronically to Budget & Finance. budget@mail.sdsu.edu

Purpose or Name of Student Fee:

Pilot Project for Course Materials Immediate Access Opt-Out for GEOG 321-02

STATEMENT OF REVENUES & EXPENDITURES

Please provide one year of current revenues and expenditures (if applicable) and two years of projected revenues and expenditure:

	ACTUAL	Projected YEAR ONE	Projected YEAR TWO
Fiscal/Calendar Year		Spring 2016	2016 - 2017
Number of Students Paying Fee:		63	63
Fee Amount:		61.50	61.50
Revenues	0.00	3,874.50	3,874.50
TOTAL REVENUES:	\$ -	\$ 3,874.50	\$ 3,874.50
Faculty Salary & Benefits		0.00	
Staff/Management Salary & Benefits		0.00	
Student Salary & Benefits		0.00	
Supplies		3,461.85	3,461.85
Services		232.47	232.47
Equipment			
Other			
Other			
Other			
Other			
Other			
TOTAL EXPENSES:	\$ -	\$ 3,694.32	\$ 3,694.32

Additional Information:

Students currently pay between \$75.75 for a used text up to a new book cost of \$169.80 so the individual student can save between \$14-108 on a single course purchase. This pilot is designed to provide significant savings to students and also to provide them with course materials in a more expedient manner. Note that supply expenditures are publisher costs to bookstore and services expenditures are processing fees charged to the bookstore from the cashier's office. The bookstore is not-for-profit and all proceeds go back to the University.

Additional documentation is attached

(attached additional documentation as necessary to justify proposed fee)

To: Course Fee Committee

From: Todd Summer
Director, Campus Stores

and

James Frazee
Senior Academic Technology Officer

Re: Proposal for Immediate Access Opt-Out Course Materials pilot for Spring term, 2016

Date: December 4, 2015

The proposed pilot, involving X classes, allows students to have their required course materials before or by their first day of classes for approximately a two week trial period at no cost. Materials are provided digitally in Blackboard. During the trial period students can assess whether they want to stay in the program, wherein they will be directly billed by campus for the materials, or opt-out, not being billed for the materials and having the option and time to find the materials elsewhere, digitally or in print, or by simply electing to get by without purchasing the materials.

The opt-out option will be explained in a note in the course schedule prior to registration, through blackboard, from emails sent by the bookstore, and explained in class by faculty. Student choice and the opportunity to opt-out will be as transparent as possible. The opt-out deadline will coincide with the add/drop deadline, with a grace period of one day. To opt-out, students will go to shopaztecs.com/optout and information will be transmitted to the bookstore. The bookstore will then instruct the publisher to restrict access for the students opting out. In cases where homework and assessment tools are involved (which is the case for ANTH 101-01), all work prior to opting out will be retrievable by students if the product is bought elsewhere and students use the same credentials (email and password) for accessing materials.

The primary benefit of this program is that all students will have their required materials by the first day of class. Studies by the Social Science Research Lab will be developed to help determine whether learning outcomes are affected. Until that time, this is simply a pilot, and no opinion on the benefits or sustainability of the program are offered. Opinion is currently neutral with the hope there might be future evidence of better learning outcomes.

A second benefit of the program is reduced pricing from the publishers and the bookstore. An additional 10% to 20% savings over national list prices for digital content will offer students definite savings. The bookstore has negotiated this pricing with the publishers and believes it is extremely competitive.

The proposed classes for the initial pilot are GEOG 321-02 (21606) with Diana Richardson and ANTH 101-01 (20135) with Sam Kobari.

The pricing for the GEOG digital book, Geography of North America, is ~~\$61.00~~ ^{61.50} for the pilot. The list price for this is \$67.99. Print copies of this title range from a low of \$75.75 for a used rental book to a high of \$168.80 for a book purchased new.

The pricing for the ANTH digital book, Our Origins with Smartbook, is \$52.50 for the pilot. The list price for this is \$63.00. In print this book is only available new with the inclusion of the Smartbook and is priced at \$152.00.

A low cost print on demand option will also be available to students who stay in the program and would like to add a print resource to their digital access. This print on demand option would be available in the bookstore and would be an additional purchase (in addition to the direct billing for the digital material).

A help desk, via email and phone, will be provided by the bookstore.



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Request Number:

Organization/Department Name:

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Purpose or Name of Student Fee:

☒ Revision to an Existing Student Fee Proposed Revised Fee Amount:

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Effective Date:

JUSTIFICATION for new fee
or to revise existing fee:

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Statement of Revenues & Expenditures is attached (REQUIRED)


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APPROVALS:

Requestor Date



Provost or Vice President Date

Dean/Administrator Date

Budget & Finance Use Only

Fee Category: ☒ Category II ☐ Category IV
☒ Category III ☐ Category V

Action Items: ☒ Student Fee Referendum/Alt. Consultation ☐ President's Approval
☒ CFAC recommendation ☐ CFAC information item
☒ President's Approval
☐ Chancellor's Office Approval


Budget & Finance Date



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Purpose or Name of Student Fee:

Pilot Project Course Materials Immediate Access Opt-Out for ANTH 101-01 (20135)

STATEMENT OF REVENUES & EXPENDITURES

Please provide one year of current revenues and expenditures (if applicable) and two years of projected revenues and expenditure:

	ACTUAL	Projected YEAR ONE	Projected YEAR TWO
Fiscal/Calendar Year	Spring 2016	2016 - 2017	
Number of Students Paying Fee:	360	360	
Fee Amount:	52.50	52.50	
Revenues	0.00	18,900.00	18,900.00
TOTAL REVENUES:	\$ -	\$ 18,900.00	\$ 18,900.00
Faculty Salary & Benefits	0.00	0.00	
Staff/Management Salary & Benefits	0.00	0.00	
Student Salary & Benefits	0.00	0.00	
Supplies	16,560.00	16,560.00	
Services	1,134.00	1,134.00	
Equipment	0.00	0.00	
Other			
Other			
Other			
Other			
Other			
TOTAL EXPENSES:	\$ -	\$ 17,694.00	\$ 17,694.00

Additional Information:

Students currently pay \$152.00 for the print Smartbook bundle so the individual student can save \$100.00 on a single course purchase. This pilot is designed to provide significant savings to students and also to provide them with course materials in a more expedient manner. Note that supply expenditures are publisher costs to bookstore and services expenditures are processing fees charged to the bookstore from the cashier's office. The bookstore is not-for-profit and all proceeds go back to the University.

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The opt-out option will be explained in a note in the course schedule prior to registration, through Blackboard, from emails sent by the bookstore, and explained in class by faculty. Student choice and the opportunity to opt-out will be as transparent as possible. The opt-out deadline will coincide with the add/drop deadline, with a grace period of one day. To opt-out, students will go to shopaztecs.com/optout and information will be transmitted to the bookstore. The bookstore will then instruct the publisher to restrict access for the students opting out. In cases where homework and assessment tools are involved (which is the case for ANTH 101-01), all work prior to opting out will be retrievable by students if the product is bought elsewhere and students use the same credentials (email and password) for accessing materials.

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