

**College of Engineering  
California Polytechnic State University, San Luis Obispo**

**Guidelines for Election of CENG Departments'  
Academic Fee Oversight Committees  
Spring of 2002**

**Background**

Referencing several items from Provost Paul Zingg's memo dated April 19, 2002, subject, "College-based Academic Fee."

"Therefore, at this time, I am asking that each of you:

- Finalize the various consultative groups/committees that will be utilized to ensure full student consultation/participation,
- Identify the metrics through which we will be able to measure improved quality of education, access to major classes, and
- Develop the mechanisms through which we will be able to ensure both fiscal and governance accountability.

... please submit to my office no later than May 15, 2002, a written statement identifying how each of these components will be handled within your college.

Please also submit by May 15, 2002, a projection of college-based fee expenditures for the 2002/03 fiscal year ..."

**CENG Academic Fee Oversight Committee Review of Departmental Proposals**

Using the CENG Academic Fee Proposal for guidance:

**1. Purpose and Usage of the Fees**

Departments or programs will not be required to spend the fee increase revenues in any particular way, other than to use it for instructional purposes. Department/Program Fee Allocation Committees should be aware, however, that if they decide to use revenues in any particular year to hire staff (especially tenure-track faculty members), then they are imposing a long-term restriction on future use of the funds, because the funds would have to be allocated to that salary in subsequent years as well, unless the position becomes funded in some other way. ... none of this fee will be allocated at the college or university level or for administrative purposes. One hundred percent (100%) of the fees will be used for instructionally related activities, such as increasing course availability by hiring faculty, lecturers, technicians, and student workers. Other uses may include, but not be limited to, purchasing, maintaining, and repairing instructional equipment and technology, and other instructionally related activities. The decisions of the Department/Program Fee Allocation Committee will be in generic terms only, e.g., buy a truck not buy a Ford E1500 truck, white with stereo. Curriculum and personnel are decisions for the faculty.

## 2. Departmental/Program Student Fee Usage Committee Makeup

### a. Membership

- Members will be elected not appointed.
- Nominees and members must be a major in the department – both graduate and undergraduates are eligible.
- Majority of the members will be upper class students.
- Individual committees may place other restrictions on membership, but these additions must be approved by the CENG Academic Fee Oversight Committee or Engineering Student Council (ESC). For the Spring of 2002, the CENG Academic Fee Oversight Committee does not recommend any additional restrictions.

### b. Selection of Membership

- The students will elect student members.
- The election of the Department/Program Fee Allocation Committee members will occur after a time for nominations.
- The call for nominations and the date, time and place of the election, will occur during the start of the third week of the Spring Quarter, will run for two weeks, and the election will occur during the fifth week over at least a two-day period.
- During the third and fourth week of the Spring Quarter, the nomination forms, it is suggest the ESC Nomination form, or something similar, be used. The election process will be advertised by email, notice/flyers, student clubs, and if the faculty are willing, announced in all the major classes. The election will be held the following week. (This year this time frame will be shorted to one week and deviations will be examined individually.)
- There will be no required statement of the fee allocation recommendation by student nominees. The meeting for candidates to present their candidacy is to be a separate meeting from the open meeting to be held after the election to solicit general input from all students in the major concerning possible usage of the fees. The intent is to have the election based upon the individuals not the usages of the fees – fee usage is to be a separate issue.
- All departments are to notify their graduate students and encourage them to run for the committee. Additionally, input on the spending of funds is to be solicited from graduate as well as undergraduate students.
- Individual committees may place other restrictions on selection of membership, but these additions must be approved by the CENG Academic Fee Oversight Committee or Engineering Student Council (ESC). For the Spring of 2002, the CENG Academic Fee Oversight Committee does not recommend any additional restrictions.

### c. Voting Members

- A quorum will be needed on all voting matters.
- Individuals allowed to vote will be decided by the Department/Program Fee Allocation Committee.
- The Student Fee Committee should not be acting on confidential matters.
- Individual committees may place other restrictions on selection of membership, but these additions must be approved by the Engineering Student Council (ESC).

### **3. Establish Format and Information Needed for Each Program Fee Steering Committee's Procedure**

Each department/program will form a standing student-chaired "Department/Program Fee Allocation Committee." The members of this committee will consist of at least five (5) students, the majority of whom will be upper class students. Combining two programs into one departmental committee is within the spirit of the original proposal as long as there is student representation from both programs. All student members of the Fee Allocation Committee shall be elected by the department/program/students in a process approved by the College of Engineering Academic Fee Proposal Oversight Committee in the first year and the Engineering Student Council thereafter. Two (2) faculty members and the Department Chair or Program Director will serve on the committee as well. The purpose of the Fee Allocation Committee is to solicit input from the students and faculty and to formulate plans for the distribution of next year's funds. In order to provide every student in the major an opportunity to suggest funding priorities and also to account for how the fees are used, each department's/program's Fee Allocation Committee will schedule an open presentation to its majors at an acceptable date, time, and location during Spring Quarter. Specifically, the departments/programs will:

- Present last year's planned use of these fees
- Report on last year's actual use of these fees
- Explain/Describe any deviation from the planned use
- Present the projected use of the fees for the current fiscal year

All meetings are open meetings, and at least one meeting is to be held to solicit general input from all students in the major.

The "Department/Program Fee Allocation Committee." decisions are binding as long as the decisions do not violate university policy or any laws.

Any problem should be resolved at the departmental level. However, in the event that a problem cannot be resolved at that level, then the problem should be appealed to the Dean of the College of Engineering.

**4. Each year this document and the program document are to be given to all committee members. Copies of the CENG Fee Proposal and the Question and Answer documents are to be available in the departmental office for reference.**

**5. Any modifications dealing with the membership, selection of membership, and voting procedure must have the approval of the Engineering Student Council.**

### **6. Other**

- After the Spring of 2002, to estimate revenues raised as a result of the fee increase, multiply Department's/Programs enrollment (Number of students) x \$200/student/quarter x 3 quarter per year] + [estimated summer enrollment x \$200/student] = \$\$\$ per year
- For this year, expenditures are to general in nature with sufficient detail for the public to understand the proposed desires of the departmental committee.