

Transmittal Memo

Date: January 6, 2011
To: Joanne Arhar, Associate Dean for Student Services, Undergraduate Education
From: Lettie Gonzalez, Assistant Professor
Re: Establish Special Course Fees

PEB 10095 *Special Topics: Intermediate Spinning* (1 cr). This course requires the use of specialized equipment that requires regular maintenance and upkeep to function properly. Recreational Services is an Auxiliary Department and receives no funding from the University. This \$35 fee allows the facility to maintain its current operating procedures and to offer effective instruction for students. The fee increase will not be substantial enough to have an impact on the students wishing to enroll in these courses. However, without this fee, course offerings will have to be cancelled.

All university students who want to participate in a spinning class at the Student Recreation Center purchase a 12 punch pass for \$30 which allows them to attend 12 classes. They can also purchase a \$40 pass which allows them to attend as many classes as they want during the semester. The Recreation Center is requesting \$35 for the semester for PEB 10095 students to participate in approximately 30 classes.

Curricular/consultative bodies that have approved this action:

PEB program area: January 19, 2011
School of Teaching Learning and Curriculum Studies (electronic vote): January 21, 2011
Presented to EHHS Curriculum Committee (electronic vote): January 24, 2011
Presented to Board for final approval: March 9, 2011
Effective Fall, 2011

RECOMMENDATION TO CHANGE SPECIAL COURSE FEES

Department/School: **Teaching Learning and Curriculum Studies**

Course Subject and Number: **PEB 10095**

Effective: **Fall 2011**

Course Title: **Special Topics: Intermediate Spinning** Credit Hours: **1**

Current Fee: **\$ 0.00/credit hour OR**
\$ /semester

Proposed Fee: **\$ 35.00/credit hour OR**
\$ /semester

Percentage Change: **100%** ☒ increase ☐ decrease

Please check the following rationales that apply to the above fee change:

- ☐ The fee will cover the cost of materials that become the personal property of students or that are consumed by students.
- ☐ The fee will cover the cost of special activities that extend beyond the classroom setting; e.g., field trips or rental of off-campus facilities.
- ☐ The fee will cover the cost of special instructional materials that must be purchased directly by the academic program because they are not available to the general public; e.g., special examination or testing materials of a confidential nature.
- ☐ The fee will cover the cost of materials that, if purchased directly by the program in bulk, can be made available to students at significantly lower costs; e.g., art supplies.
- ☐ The fee will cover the cost of materials for which quality control is important, and where, if purchased directly by the program, availability and consistent quality can be assured; e.g., photographic supplies.
- ☒ The fee will cover or partially cover the cost of instruction of an especially costly nature; e.g., some types of music instruction or flight training.


Briefly state any additional rationale: (attach memo, if necessary)

The course requires the use of specialized equipment that requires regular maintenance and upkeep to function properly.

Projected Annual Income: (use annual enrollment for past three years or estimate enrollment for new)

\$700 A maximum of 20 students per section. Only one section is proposed for Fall 2011

REQUIRED ENDORSEMENTS



Department Chair / School Director / Campus Dean

1/24/11



College Dean

1/26/11

Executive Dean of Regional Campuses / Dean of Graduate Studies

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Senior Vice President for Academic Affairs and Provost

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