

## COURSE MATERIALS FEES ANNUAL REPORT (2017)

### **Information Report**

The Board Statute on Student Fee Assessment (2.74.07) provides that once a year the President or his/her designee shall provide the Board of Governors with a report on course materials and breakage fees. Under the Statute, these course materials fees may be assessed in instances where a large portion of instructional costs is due to the use of consumable resources and will occur principally in courses with associated laboratory work or similar uses of consumables. Departments provide the rationale for the fee and the justification for the level of the fee. Funds received from the fees are deposited into a General Fund account and may be used by the College only for expenses for those courses. Requests for new course material fees or changes in existing course fees require approval of either the Provost (\$100 and under) or the President (over \$100).

Appendix 1 provides the list of the changes in course materials fees approved to begin in the fall 2017 semester. Also listed are brief explanations for the course fee requests. This year there were 35 such requests that were approved, of which 1 was a decrease and 0 was for the elimination of the course fee. This compares to the 112 approved course material fee requests in 2014, 52 approved requests in 2015, and 27 such requests in 2016. The number of course material fee requests over \$100.00 numbered 5 this year compared to 31 in 2014, 4 in 2015 and 7 in 2016. All of the fees over \$100 occurred as a result of curriculum renewal in the Eugene Applebaum College of Pharmacy and Allied Health Sciences, particularly with the Pathologist Assistant program.

<b><u>SAC</u></b>	<b><u>Number</u></b>	<b><u>Title</u></b>	<b><u>Fee From</u></b>	<b><u>Fee To</u></b>	<b><u>Materials to be Purchased</u></b>
<b>College of Fine, Performing and Communication Arts</b>					
<b>Communication</b>					
COM	1610	Fundamentals of New Media Production	\$0	\$70	Cameras , microphones, recorders, lighting kids, cables, gel & filters, software updates (Adobe, AVID); Equipment maintenance
COM	2280	Digital Photojournalism	\$0	\$50	Instructional tech hardware including HDTV and computer support, Software (Photo Mechanic, Adobe Creative Cloud); equipment maintenance
COM	2310	Introduction to Web Design	\$0	\$35	Instructional tech hardware including HDTV and computer support, Software (Adobe Creative Cloud); equipment maintenance
<b>Art and Art history</b>					
ADA	2220	Time-based Media!: Video Art	\$469	\$150	Cameras, lenses, microphone, tripods, software (Adobe Creative Cloud); equipment maintenance
<b>College of Pharmacy and Health Sciences</b>					
<b>Mortuary Science</b>					

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MS	3810	Funeral Service Merchandising and Marketing	\$0	\$80	Training materials and examination by National Funeral Directors Association for funeral arrangements and Certification by National Funeral Directors Association as Certified Crematory Operator.
MS	3800	Funeral Directing	\$0	\$80	Training materials and examination provided by the National Funeral Directors Association for professional cremation certification.
<b>Clinical Laboratory Science</b>					
CLS	5530	Microbiology Simulation Laboratory	\$0	\$100	Portion of lab coats, nitrile gloves, face shields (\$161), culture media (\$1000), misc lab supplies and stains and reagents ( \$160), purchase of live organisms (\$679).
<b>Pathologists Assistant</b>					
PAA	7800	Clinical & Forensic Photography	\$0	\$100	(yearly) Photoshop software license \$800.00, Camera Sandisk Extreme Pro 32 GB SD Card: \$20.00 (x12)
PAA	7550	Clinical Histopathology Techniques	\$0	\$100	Embedding bars \$265.00 (x5), Small chuck \$65.00 (x5), Chuck freezing block \$100.00 (x5)
PAA	7500	Clinical Forensic Pathology & Techniques	\$0	\$100	Instruments (saw) \$1000.00, Styker saw blades \$198.00 (x2)

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PAA	7201	Introduction to Autopsy Techniques	\$30	\$300	Cadaver transport \$1800 (x3), Cadaver body bags \$26.79 (each), Gloves \$57.60 (box 10), Surgical masks \$16.55, (case), Blades \$171.78 (case), Instruments (saw) \$1000.00, Styker saw blades \$198.00 (x2), Disposable gowns \$104.58 (box), Bouffant caps \$12.17 (case), Hand soap \$122.80 (case)
PAA	7060	Human Anatomy and Physiology	\$220	\$350	Cadavers (x2) \$2500, Cadaver transport \$600 (each), Cadaver body bags \$26.79 (each), Gloves \$57.60 (box 10) Formalin cube \$175.00 (each), Surgical masks \$16.55 (case), Blades \$171.78 (case), Instruments (saw, forceps, blade handles) \$430, Styker saw blades \$198.00 (x2), Hand soap \$122.80 (case)
PAA	6560	Human Histology & Clinical Correlations	\$60	\$100	Servicing of Microscopes and slide replacements \$800.00, Microscopy medium \$34.00 (x12)
PAA	6150	Histochemistry for Pathologists' Assistant	\$175	\$200	Sigma supplies \$3100.69, Embedding bars \$265.00, Small chuck \$65.00, Chuck freezing block \$100.00, Adhesive mats \$224.00
PAA	5100	Medical Photography and Techniques in Pathology	\$0	\$100	(yearly) Photoshop software license \$800.00, Camera Sandisk Extreme Pro 32 GB SD Card: \$20.00 (x12)

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PAA	5050	Clinical Terminology & Methodology for Pathologists' Assistant	\$0	\$250	Gloves \$57.60 (box 10), Formalin cube \$175.00 (each), Surgical masks \$16.55 (case), Blades \$171.78 (case), Instruments, (saw, forceps, blade handles) \$430, Styker saw blades \$198.00 (x2), Disposable gowns \$104.58 (box), Bouffant caps \$12.17 (case), Tissue ink \$248.00 (each - need 5), 16.oz formalin tissue container 112.68 (case), 8 oz. formalin tissue container \$141.17 (case), Biopsy pads \$51.66 (pack), Absorbent pads \$175.00 (case), Hand soap \$122.80 (case)
<b>Occupational Therapy</b>					
OT	3000	Introduction to Occupation, Health and Wellness	\$0	\$50	Occupational Therapy Education Manager Software (\$50)
OT	4400	Health Conditions II	\$0	\$20	Student Liability Insurance (\$20 per student)
OT	4600	Group Dynamics	\$0	\$50	Occupational Therapy Education Manager Software \$50 per student
OT	5050	Life Occupations II	\$0	\$50	Exam Soft examination software \$50 per student
<b>Physical Therapy</b>					
PT	5020	Foundation of PT practice	\$15	\$55	White coats for students at a cost of \$40 each
PT	5100	Therapeutic Exercise I	\$0	\$50	Examsoft software, updates and online support at an unit price of \$50/year/student

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PT	5510	Clinical Application of Human Anatomy- Lab	\$200	\$220	Cadavers for prosection and consumables related to it eg.The \$20 increase in the course material fee is sufficient to cover this increase in prosection costs.
PT	6100	Therapeutic Exercise II	\$10	\$60	Examsoft software, updates and online support at an unit price of \$50/year/student
PT	8500	Clinical Decision Making	\$75	\$80	Practice Exam & Assessment tool (PEAT) at an unit price of \$80/year/student
<b>Pharmacy Practice</b>					
PHA	4225	Principles of Pharmacotherapy I: Respiratory, Gastroenterology, Allergy, Ophthalmology, and Basic Self-Care	\$0	\$70	New Curriculum-Examsoft
PPR	5145	Patient Care Lab II	\$0	\$35	New Curriculum-Lab supplies
PPR	5245	Patient Care Lab III	\$0	\$35	New Curriculum-Lab supplies
PHA	5235	Pharmacotherapeutic Problem Solving III: Infectious Diseases, Neurology, Psychiatry	\$0	\$75	New Curriculum-Evalue
PPR	5265	Introductory Pharmacy Practice Experience III	\$0	\$75	New Curriculum-PCOA

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PPR	7410	Advanced Practice Patient Care 1 (Inpatient/Acute Care General Medicine)	\$45	\$75	Evalue (contract price increase)
<b>College of Nursing</b>					
<b>Undergraduate Program (BSN)</b>					
NUR	2050	Supportive Measures for Basic Care Needs	\$0	\$85	Lube Jelly 1 oz Packet (6), Alcohol Prep Pads (20), Foley Catheter Tray 12 FR (3), Tube Salem Sump 14 FR (1), Saline 100ML IV (1), Saline 500ML IV (1), IV Primary Tubing 2 Site Clearlink (1), IV Secondary Tubing (1), CVA Drsg. Kit (3), ABD Pad (1), Gauze 4x4 (4), Blood Glucose Strip (2), Linen Set (1), Sterile Gloves (4 pair), Vinyl Gloves (20 pair), Ostomy Kit (1), Shipping Cost Average per Student
<b>Graduate Program (MSN and DNP)</b>					
NUR	7030	Advanced Physical Assessment	\$0	\$100	Pig Feet, Ethilon Suture 3-0 FS, 27 G Needle, Staple Removal Kit, Suture Removal Kit, Scalpel, Punch Biopsy, GYN Kado Institute, Orthoglass, Buck Ear Curette, 10 ML Syringe, 2- 3/0 nylon NFS 1 24 mm 3/8 cutting suture /curved needle

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<b>Mike Ilitch School of Business</b>					
<b>Management and Information Systems</b>					
ISM	5750	Inbound Information Technology	\$0	\$50	Purchase HubSpot Software suite



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<b>College of Liberal Arts and Sciences</b>					
<b>Biological Sciences</b>					
BIO	2200	Introductory Microbiology	\$40	\$45	The course presently has a course material fee of \$40 justified by a detailed accounting of supply expenditures. We have recently had to upgrade the laboratory to meet more stringent biosafety regulations regarding the use of microorganisms. As itemized in the attached spreadsheet, the total cost of running the lab amounts to \$46,375 annually or approximately \$50.41/student. Thus, increasing the course material fee to \$45/student is both needed and appropriate.