Background

Executive Order 1049 established a new fund, the Student Learning Fee in 2010, to enhance the student learning experience at CSU, Chico. Each semester, student fees are collected in lieu of the collection of miscellaneous course fees. A portion of those fees are allocated to the Provost and Vice President for Academic Affairs, who has responsibility for determining how these funds will be used to enhance student learning in consultation with the Campus Fee Advisory Committee (CFAC). The Provost awards these funds through a competitive proposal process. This guideline details the process for submitting proposals to the colleges, which if approved, are forwarded to the Provost for consideration. Proposals may be submitted by students, faculty, or staff members to the respective college deans. Alternatively, proposals that are not affiliated with a particular college, or are broader in nature such as one that might be collaborative across colleges, may be submitted to CFAC directly for consideration.

Each college has a college fee committee that consists of students, faculty and staff representatives of the college, with a student majority, who are given responsibility for soliciting, collecting, reviewing, and ranking proposals for the Student Learning Fee. The college committee is charged with recommending proposals in rank order to the college dean that are to be considered for funding. The dean subsequently reviews the committee recommendations, and forwards proposals to the Provost with his/her recommendations. Proposals submitted to CFAC directly will be reviewed and ranked accordingly. Following consultation with CFAC, the Provost will present the final awards to CFAC and the campus community.

Student Learning Fees (SLF) proposed and awarded may be used according to the guidelines for the use of course fee funding with some added flexibility. Student Learning Fee expenditures should be to supplement the basic complement of classroom and laboratory instruction by providing equipment, software, supplies and services that would otherwise be unavailable to students.

Student Learning Fees may be used for:
- Field trips or student travel off campus
- Student assistants to work in laboratory or as tutors
- Equipment purchases, such as computers, microscopes, GPS units, etc.
- Software purchases or licenses for student or classroom use

Student Learning Fees are not to be used for:
- Faculty/staff salaries and benefits, travel, and equipment or software for faculty/staff use
- Teaching associates or assistance with grading
- Visiting artists, guest lecturers, or a lecture series
- Capital expenditures such as those related to land acquisition, new or remodel construction or installation costs. This includes remodel costs or installation paid to on-campus service centers such as Facilities Management Services (FMS) or Telecommunication Services (TSRV) to install equipment. SLF funding can support equipment purchases but the installation and remodeling of space must be covered by other funding.
What’s New?

There is strong interest in funding the highest quality proposals that are able to demonstrate measurable impact on student success and student learning. As a result, an assessment of the proposed impact or outcomes is a proposal requirement, detailed in an assessment plan with measurable outcomes and performance metrics. CFAC will weigh the success or failure of a particular proposal when considering future proposal funding. For example, a proposal might suggest an intended number of students participate directly in high-impact practices such as service learning or experiential learning as a result of the proposal funding. In this case, the number of students who actually participated in activities and other measures such as the total hours of service contributed can be detailed in a year-end report. Or a particular proposal might suggest the number of students who will benefit from a particular type of tutoring. It is easy to determine the total unduplicated headcount of students who seek the tutors support over the course of a semester or year. The project assessment will require that the evidence to be used and the means of gathering, analyzing, and interpreting the evidence to determine successful achievement of the project’s objectives be clearly stated.

Proposals are also encouraged that demonstrate a broader impact such as inter-college or intra-college ones that impact students from a number of areas or disciplines. It is suggested that proposers consider submitting proposals for pilot projects that could be resubmitted in subsequent years as a broader proposal, pending a completed assessment. Proposals are also encouraged that “seed” new initiatives or link to specific opportunities for continued funding (e.g. CSU System-wide, federal or foundation grants). Proposals not funded previously are not encouraged to resubmit unless they are substantially modified and improved.

Budget Information

- The Student Learning Fee is a portion of a mandatory course fee that all students pay. Proposals must clearly state how funds will be used to enhance student learning and student success. The proposal budget is an important consideration in reviewing and ranking the proposals. The budget request will be broken down into categories that include student salaries, supplies and materials, equipment, and student travel. Requests for equipment purchase should include sales tax and shipping if applicable. A minimum requested amount of $2,000 serves as a threshold for proposal consideration. Proposals submitted with funding requests less than $2,000 will not be given consideration for SLF funding. Further, proposals that have received SLF funding previously may be asked to provide additional information and justification. Questions that might arise in the process of reviewing proposals include:
  - Was the requested funding previously supplied by other college or department funds?
  - Are there other sources of funding that will be used for the project such as IRA funds, fundraising or college or department funds?
  - Is it possible to have a successful project if only a portion of the requested funds are approved and what is the minimum funding required?
- Proposals are not intended to fund student club activities. For all proposals the “requested funds” should clearly be that portion of the total costs that are to be covered by SLF funds. Details regarding the other funding sources and amounts should be included. This may include fund-raisers, grants, or any other sources. If a proposal includes funding towards an IRA approved program ([http://www.csuchico.edu/ira](http://www.csuchico.edu/ira)), the following must be clearly addressed in the proposal:
Additional budget information so that the committee(s) can easily understand why funding is being requested from SLF dollars over and above IRA funding.

Whether SLF funding is to be used to cover extra-curricular activities or to fund additional student involvement

Whether any other funding is available. This may include supplemental IRA funding, fundraising support or IRA roll-over dollars from the college.

- Proposals that have inherent installation or infrastructure costs must be clearly separated from costs to be covered by the SLF. SLF funds are not to be used for these types of expenditures which must be covered by the departments or colleges from other funds.

- Proposals to purchase electronic and information technology (E&IT) products require an Information Technology Procurement Review (ITPR). If awarded, these purchases are contingent on completion of an ITPR. For additional information or assistance with the ITPR, please email itpr@csuchico.edu.

Proposal Submission

Budgeted proposals are to be submitted online at http://apps.csuchico.edu/learningfee detailing the intended use of the fees, including salary benefits, taxes, licensing and shipping fees as necessary. The proposal can be accessed online multiple times before it is ready to be submitted.

1. The name of the Nominator, program affiliation, status (student, faculty, staff), e-mail and phone number.
2. The desired amount of funding from Student Learning Fees, the minimum funding required to implement the project, and any matching funds proposed (including source).
3. The project description and detailed discussion of how it will enhance student learning experiences.
4. The number of courses and students per year that will benefit from this use of student fees. (Include course numbers and typical enrollments per year.)
5. The impact on general education or program specific courses or both.
6. **If the proposed use of student fees does not impact classroom learning:** The detailed description of the impact on student learning and the number of students who benefit.

Assessment

In order to evaluate and document the impact of the awarded funding, an assessment plan will now be required for each SLF proposal. Additionally, an assessment report that describes the impact of the award will be due at the end of each academic year (late May). The assessment plan should describe the evidence to be used and the means of gathering, analyzing, and interpreting that evidence to demonstrate impact of the completed project on student learning objectives.

The assessment reports may be shared with appropriate administrators in an effort to document the broader impact of the SLF program. Additionally, the reports may be used as evidence in support of expanding pilot projects.

Proposals are to be completed online by the stated deadline at 5pm. The committees can request clarification of proposals or presentations from nominators as desired.

*Revised by CFAC May 2016*