The college fee committees are to be composed of students, faculty and staff representatives of the college who are given responsibility for soliciting, collecting, reviewing, and ranking proposals for the Student Learning Fee. The college committee is charged with recommending the proposals that are to be considered for funding, in rank order with justifications for the ranking, to the college dean. The dean subsequently reviews the committee recommendations and forwards proposals to the Provost with his/her recommendations. At the dean’s discretion, matching fund arrangements for any of the recommended proposals may be conveyed to the Provost with his/her recommendations.

The committee is to consist of the college dean, or dean’s representative, student senator, and voting representatives from throughout the college. Each fall, a call for nominations of faculty, student, and staff membership is made. Nomination forms can be found on-line at the Student Learning Fee Proposal Site. Self-nominations are permitted. The college dean/representative is a non-voting ex officio member of the committee responsible for organizing and conducting meetings of the committee as needed. Each college committee is to have a student majority with broad representation from within the college. The committee is to have a minimum of five voting members, with a minimum of six (total) members as follows:

- Dean or dean’s representative (non-voting)
- Student Senator (non-voting)
- One (1) lower division student (freshman or sophomore)
- Two (2) upper division, post-baccalaureate, or graduate students (junior, senior, or graduate)
- Two (2) faculty and/or staff members

Other committee configurations may be proposed with increased representation as long as a student majority is maintained. Where possible, voting members should come from different departments, units, or disciplines within the college. Each college should develop a system to select faculty, staff, and student members of the committee, but it is highly recommended that they be selected from among the nominees by the college leadership council, or alternatively by the dean, or dean’s representative. The Campus Fee Advisory Committee (CFAC) has responsibility for approving the college committee structure.

Appointments to the college’s Student Learning Fee committee are for one academic year with the possibility of reappointment. Faculty and staff are to serve on the committee no more than three consecutive terms. Student members must be in good academic standing. Committee members who resign or are otherwise unable or unwilling to fully participate may be replaced from the pool of nominees selected by the dean or his/her designee.

Normally, the committee begins work each Fall by reviewing the recommendations made in the preceding Spring, and reviewing the funds awarded by the Provost. The committee is then responsible for sending a request for proposals to the college constituencies using the approved proposal format. Proposals are then collected and reviewed by the college’s fee committee. The committee can request clarification of proposals or presentations from nominators as desired. Proposals totaling no more than 50% of the available funds for that year are then ranked by the committee and recommended to the dean. The dean will then attach a cover memo to the Provost to acknowledge the priority rankings and provide justification, if the dean’s priority rankings differ from those of the committee’s. Priority rankings are due annually to the Provost the first Monday of April. An annual report of funded proposals by college/unit will be published by the Provost.

Academic support units will need to bring their suggestions for funding to colleges so that they can be considered in the colleges’ priority rankings.

Revised by CFAC - September 29, 2014