



STUDENT LEARNING FEE COMMITTEE GUIDELINES

CALIFORNIA STATE UNIVERSITY, CHICO

EO 1049 Student Learning Fee Committee Guidelines

Student Learning Fee (SLF) committees work with their unit heads to determine how to spend the SLF dollars that are allocated to their unit for the following fiscal year.

Each committee is required to have a student majority with broad representation from within the unit. The unit head or representative is a non-voting *ex officio* member of the committee responsible for organizing and conducting meetings of the committee as needed. The committee is to have a minimum of five voting members, with a minimum of seven (total) members as follows:

- Unit head or representative (non-voting)
- Student Senator (non-voting; academic colleges only)
- Student Government representative (non-voting; Student Affairs only)
- 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

Each fall, a call for nominations of faculty, student, and staff membership is made. Nomination forms can be found at the Student Learning Fee [website](#). Self-nominations are permitted.

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 areas within the unit. Each unit should develop a system to select faculty, staff, and student committee members from among the nominees. The Campus Fee Advisory Committee (CFAC) has responsibility for approving the committee rosters and any proposed alternative configuration.

Appointments to the unit's 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 unit head or representative.

There are two methods by which SLF can be distributed. Prior to reviewing any request for SLF funding, each unit must decide whether they will accept proposals via the web application or follow an internal request process.

OPTION 1: ACCEPTING PROPOSALS VIA THE WEB APPLICATION:

Under this option, the SLF committees are given responsibility for soliciting, collecting, reviewing, and ranking proposals for Student Learning Fees. Normally, the committee begins work each fall by reviewing the recommendations, awards, and assessments from the preceding spring. The committee is then responsible for sending a request for proposals to their respective areas. Proposals are then collected via the campus web application and reviewed by the committee. The unit will determine the deadline for the review and ranking process. The committee can request clarification of proposals or presentations from submitters as desired. The committee is charged with recommending the proposals that are to be considered for funding, in rank order with justifications for the ranking, working with the unit head. The unit head has final approval authority. If the committee disagrees with the final approved list of expenditures, every effort should be made to settle the matter amongst the committee. If that process does not meet with satisfactory results, the committee may appeal to CFAC for further review.

The unit may provide matching funds for proposals at its discretion. The unit head or representative will complete a planned expenditures report of proposals to be funded and forward to CFAC for review. CFAC will review the report to ensure all expenditures are within SLF guidelines. Units will be notified if proposed awards are not within SLF expenditure guidelines. Allocations will be made by the campus Budget Office the following July.

OPTION 2: USING AN INTERNAL REQUEST PROCESS:

College and Student Affairs SLF committees may opt to develop their own internal processes for identifying and prioritizing funding needs, so long as the student voice is prominent in the process. Normally, the committee begins work each fall by reviewing the requests and expenditures from the prior year. The committee is then responsible for soliciting funding requests from their respective areas for the following fiscal year. These funding requests are reviewed and approved by the committee. The unit will determine the deadline for the review and approval process. The committee can request clarification of funding requests or presentations from submitters as desired. The unit head has final approval authority. If the committee disagrees with the final approved list of funding requests, every effort should be made to settle the matter amongst the committee. If that process does not meet with satisfactory results, the committee may appeal to CFAC for further review.

The unit head will complete an expenditure plan (a template will be provided) and forward to CFAC for review. CFAC will review the expenditure plan to ensure all requests are within SLF guidelines. Units will be notified if funding requests are not within SLF expenditure guidelines. Allocations will be made by the campus Budget Office the following July.

CFAC ACCEPTS PROPOSALS VIA THE WEB APPLICATION:

CFAC will accept proposals from non-college academic units (e.g., Meriam Library, Undergraduate Education) as well as interdisciplinary proposals that cross colleges and divisions. The web application will be utilized for the submission, review, and ranking of those proposals. CFAC has final approval authority for these proposals and will announce the awards before the end of the spring semester each year. Allocations will be made by the campus Budget Office the following July.