STUDENT LEARNING FEE PROCEDURAL GUIDELINES

CALIFORNIA STATE UNIVERSITY, CHICO

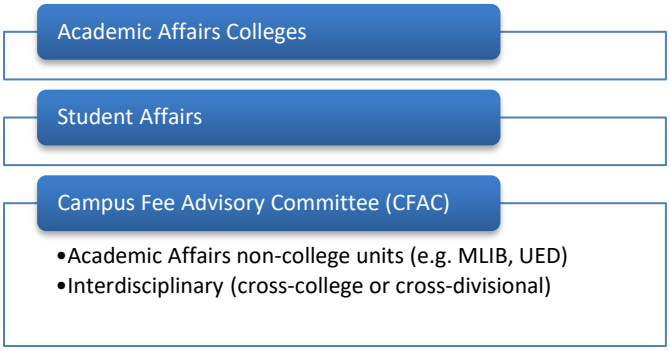
Background

Executive Order 1049 established a Category II Materials Services and Facilities fee, the Student Learning Fee (SLF), to enhance the student learning experience at CSU, Chico. Per Executive Order 1102, as well as Executive Order 1049, Category II fees are campus-based mandatory fees required for enrollment. The fee revenue covers various services, facilities or materials made available to all students as a part of the overall university experience.

A portion of the Student Learning Fees is allocated annually off the top:

- 33% to Financial Aid;
- $200,000 to the colleges to supplement their Consolidated Course Fees;
- $100,000 to the Student Learning Center to support Supplemental Instruction, a proven practice in improving student learning outcomes. The amount for 2019-20 is $100,000 and will be evaluated annually thereafter;

The remaining SLF funding is provided to academic colleges, Student Affairs, and the Campus Fee Advisory Committee (CFAC) to enhance student learning.



Proposal Submission & Review

Proposal Submission – Academic Affairs Colleges & Student Affairs

Academic colleges and Student Affairs SLF committees may receive and review proposals via the SLF web application or ***through their own internal process***. If you are part of an academic college, or the division of Student Affairs, please discuss your funding needs with your college office or the Office of the Vice President for Student Affairs. Please see the table below to determine which process each unit is using this year. If you are unsure of how to proceed, please email slf@csuchico.edu.

Proposal Submission – CFAC

Proposals submitted for Campus Fee Advisory Committee awards should demonstrate a broader impact and serve students from a number of areas or disciplines. These may be cross-college or cross-divisional projects, or initiatives emerging from non-college Academic Affairs units (e.g., Meriam Library, Undergraduate Education). Please discuss your funding needs with your unit head to determine the best source of funding for your proposal. CFAC proposals are submitted via the SLF web application. Please see the table below to

determine which process each unit is using. If you are unsure of how to proceed, please email slf@csuchico.edu.

For 2018-2019, the following are **using SLF Web Application**	For 2018-2019, the following are **using an Internal Expenditure Request Process**
College of Agriculture	Division of Student Affairs
College of Behavior & Social Sciences	
College of Business	
College of Communication & Education	
College of Engineering, Computer Science & Construction Management	
College of Humanities & Fine Arts	
College of Natural Sciences	
CFAC (non-college Academic Affairs units, cross-college, and cross-divisional projects)	

Using the SLF Web Application

Proposals are submitted online at https://slf.csuchico.edu. The proposal can be accessed in the web app as many times as necessary prior to final submission. Proposals must be finalized before 5:00 pm on the closing date found in the current year timeline.

College and Student Affairs Proposal Review

The SLF committees of each college and Student Affairs will review and select proposals/expenditure requests according to their own internal procedures, which must ensure the student voice in the decision-making process.

CFAC Proposal Review

After the proposal cycle closes on the date indicated in the current year timeline, CFAC committee members may begin reviewing and ranking the non-college academic unit proposals, and the cross-college and cross-division (interdisciplinary) proposals. CFAC's proposal criteria and rubric information can be found here.

If CFAC has specific questions about any proposals, staff will send an email inquiry to the submitters. Answers will be discussed at the following CFAC meeting. If further questions arise, submitters may be asked to meet with CFAC.

CFAC will notify the Provost and announce awards to the campus before the end of the spring semester.

Proposal Guidelines

- Proposals must clearly state how funds will be used to enhance student learning and student success. The proposal budget is an important consideration in the review and ranking of the proposals.
- A minimum requested amount of $2,000 serves as a threshold for proposal consideration.
- 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 a different funding source, such as college or department general funds?
    - Are there other sources of funding that will be used for the project such as IRA funds, fundraising, or college or department general 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?
- Details regarding any other funding sources and amounts should be included. This may include fundraisers, grants, or other sources.
- If a proposal includes funding towards an IRA approved program (http://www.csuchico.edu/ira), the following must be clearly addressed in the proposal:
    - Additional budget information so that the committee 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 are not intended to fund student club activities.
- Requests for equipment purchases should include sales tax and shipping, if applicable, and possible increases should be anticipated. Please contact your department office for possible additional funding should pricing, taxes, and/or shipping increase after you submit your proposal.
- Proposals that have inherent installation or infrastructure costs must clearly separate those costs 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.
    - For all proposals the "requested funds" should clearly be the portion of the total costs that are to be covered by SLF funds.
    - If the proposal includes items that require installation, which may include building modification/renovation, it is **critical** to communicate that via the proposal.
    - While it may not seem like an item requires installation, many do. Even an item that plugs into a standard wall outlet requires installation, so please carefully review the list of facility and security concerns on the SLF website. Include a web address for these items, or attach a specification sheet for the items (usually available on the vendor's website or by calling the vendor and requesting one).
- Proposals to purchase electronic and information technology (E&IT) products (hardware, software, etc.) require an Information Technology Procurement Review (ITPR). If awarded, the purchase of these types of items is contingent on completion of an ITPR. For additional information or assistance with the ITPR, please email itpr@csuchico.edu.

Expenditures & Budget

Expenditure Guidelines

Revenue from SLF fees **can** be used for items such as, but not limited to:

- Equipment, materials, hardware and software to prepare students for the workplace
- Computer labs to foster collaboration and teaching
- Hands-on experiences that enhance learning and engagement in solving real-world problems
- Experiential opportunities such as field trips, field schools and student competitions
- Instructional student assistants for tutoring services (college and program specific, as well as general education), supplemental instruction, and writing assistance
- Student assistants who do not teach or grade (student assistants in galleries, libraries, student learning centers, other lab settings, etc.)

- Visiting artists, guest lecturers, or a lecture series
- Off-campus facility usage expenses

Revenue from SLF fees **cannot** be used for items such as, but not limited to:

- Faculty or staff-related salaries, benefits, travel, registration fees, or hardware/software/equipment for them
- Teaching associates, graduate assistants, student assistants or instructional student assistants who teach or grade
- Hospitality expenses
- Capital improvement project 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.

Budget Information

Unit-level funding is determined each fall and allocated during July of the following fiscal year. Units may use SLF funds to support strategic investments by designating up to 10% of their current-year SLF allocation for planned carry-forward for a specific project. Carry-forward for a given project may extend for up to three-years. For instance, carry-forward of $10,000 each from 2018-2019 and 2019-2020 could then be combined with $10,000 from 2020-2021 funding for a $30,000 expenditure in 2020-2021. Any unspent funds above the 10% for planned rollovers are returned to the campus fee pool for reallocation the following year. Encumbrances at fiscal year-end are allowed. Every effort must be made to follow the proposed budget in the year that funds are originally allocated. The 10% planned rollover will be monitored closely and units will be required to report on any unspent allocation each year-end.

Questions regarding SLF budgets or the appropriateness of an expenditure should be directed to the University Budget Office (x5931) or Financial Services (x5103).

Facility & Security Concerns

Below is a list of things to consider when purchasing equipment with SLF. Please review this list of facility- and security-related items that could affect the purchase and/or installation of any equipment that is related to your SLF funding, whether being purchased with SLF or as ancillary items. Please note that any required modifications may take a significant amount of time to vet. This could delay the scheduling of facility personnel who may be required for the installation of your equipment, so it is extremely important to communicate any special needs as early in this process as possible.

- Electricity – will your equipment require electricity? If electricity is available, is the supply sufficient for the added load?
- Pneumatics – will your equipment require a compressed air supply? If air is available, is it sufficient for the added load?
- Plumbing/water supply – will your equipment require plumbing/water/drain/etc.? If already available, is it sufficient for the added load?
- HVAC – will your equipment require additional heating/ventilation/air conditioning in the area where your equipment will be used?
- Wi-Fi/networking – will your equipment require additional Wi-Fi and/or network connectivity?

- Security – will the equipment you purchase need to be locked in secure cabinetry at the end of each class/day/etc.? Is secure cabinetry, etc., already available?
- Will your equipment require installation by Facilities Management & Services and/or ITSS personnel?
- Will your equipment fit into the space you wish to use it in? Will it block current ingress/egress once installed?
- Will your equipment fit through a standard 36" door opening?
- Will your equipment be used on a floor that is above ground level/1st floor? If yes, a structural review may be required to ensure the floor is capable of handling the additional weight.
- Also, is your equipment of a technical nature? Has it been vetted for compliance with campus standards and/or been approved via the ITPR process? Will the cost escalate before awards are announced? Consider any other ancillary costs that may be incurred.

Remember that SLFs cannot be used to fund facility modifications or equipment installation! Funding for those activities is the responsibility of the appropriate department.

Assessments

An assessment plan for each proposal is required at the time of submission. 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. A final assessment report, based on the assessment plan submitted with the proposal, is due at the end of the spring semester before the last academic workday. If your assessment report is not submitted within the time frame, it may jeopardize future awards.

All assessment reports will be compiled by the unit head to produce a summary report. The summary reports are due to the Campus Fee Advisory Committee (CFAC) in July of each year, who will use the summary reports to evaluate and document the impact of the awarded funding. CFAC will compile all summary reports to prepare a synopsis that is due at the beginning of the following fall semester and will use this information to determine SLF allocations for the following year.