



May 26, 2020

CHANCELLOR

Re: 2020-21 Course Materials and Services Fee Committee Recommendations

Dear Chancellor Christ,

During the 2019-20 academic year, the Course Materials and Services Fee (CMSF) Committee convened four times to discharge its duties, including the review of proposals to establish new fees or increase, decrease, or remove existing fees for the next academic year. The Committee, comprised of student, faculty, and staff representatives, discussed each fee proposal to determine the appropriateness of the materials and services that would be covered by CMSF revenues given campus policy; the level of the newly proposed fee or proposed increases to existing fees; and supplemental responses provided by departments in response to Committee questions. **The Committee has recommended that all proposals be approved.** Attached is a schedule of the twelve proposals that were reviewed (Attachment A).

The Committee met two additional times to perform the following *ad hoc* tasks:

- Conduct a review of all Spring 2020 CMSF rates, in consultation with campus academic program managers, to determine what, if any, adjustments should be made to these rates in light of the suspension of in-person instruction announced Monday, March 16th; and
- Discuss and recommend guidance on the assessment of CMSFs during terms in which instruction is moved wholly online

The Committee has **recommended that all Spring 2020 CMSF rates be adjusted as proposed** and that **CMSFs should not be assessed for terms in which instruction is wholly online.** Exceptions may be requested as needed, to be reviewed and approved by the Committee. More details of these discussions are included in Attachment B.

Your signature below indicates concurrence with the Committee's recommendations as presented above and in these Attachments. Please let me know if you have any questions about individual proposals, the Committee's review of Spring fees, or the guidance for future terms.

Sincerely,

Aaron C. Smyth, Campus Finance Lead – Student Fees

enclosures

Carol T. Christ

Carol T. Christ, Chancellor

6/5/2020

Date

Attachment A: Course Materials and Services Fee Proposals for 2020-21

#	Department	Course Title	Course No.	Fee Request	CMSF Committee Recommendation
1	Chemistry	General Chemistry	CHEM 1B	Increase from \$35 to \$50 over three years (\$5 per year)	Approve
2	Chemistry	General Chemistry and Quantitative Analysis	CHEM 4B	Increase from \$105 to \$110	Approve
3	Chemistry	Inorganic Synthesis and Reactions	CHEM 108	Increase from \$150 to \$180 over three years (\$10 per year)	Approve
4	Electrical Engineering & Computer Science	Designing Information Devices and Systems I	EE/CS 16A	Decrease fee from \$10 to \$7	Approve
5	Environmental Science, Policy, and Management	General Entomology	ESPM 140	Establish new fee of \$75	Approve
6	Environmental Science, Policy, and Management	Field Entomology	ESPM 147	Establish new fee of \$50	Approve
7	Integrative Biology	Natural History of the Vertebrates Lab	IB 104LF	Increase from \$33 to <i>range</i> of \$40 to \$70	Approve
8	Integrative Biology	Paleobiological Perspective on Ecology and Evolution	IB 113L	Decrease from \$25 to a <i>range</i> of \$0 to \$25	Approve
9	Integrative Biology	Practical Genomics	IB 134L	Establish new fee of \$25	Approve
10	Integrative Biology	Ecosystems of California	IB 157LF	Increase from \$242 to \$268	Approve
11	Molecular and Cell Biology	General Biology Lab	BIO 1AL	Decrease from \$50 to <i>range</i> of \$20 to \$50	Approve
12	Molecular and Cell Biology	Introduction to Human Physiology Lab	MCB 32L	Decrease from \$35 to <i>range</i> of \$20 to \$35	Approve

Attachment B: Spring 2020 CMSF Review and Recommendations for CMSF Rate Reductions

Background

On Monday, March 16th the Chancellor announced that all on-campus instruction was suspended for the remainder of the Spring 2020 term. In response, the Course Materials & Services Fee (CMSF) Committee, in partnership with academic program managers, conducted a review of all CMSF rates for the Spring term to determine what, if any, adjustments should be made to the rates to ensure compliance with systemwide and campus policies. Once the 2020 Summer Session was announced as taking place wholly online, the Committee discussed and made recommendations for CMSF rates in such terms.

Review Process for Spring 2020 CMSFs

Because of the timing of the Chancellor's announcement, the Committee asked academic program managers to determine if a 50 percent reduction to their CMSF rates was reasonable, taking into account the benefit conferred to students before campus suspended in-person instruction. Of the 107 courses that charged a CMSF this term, 86 confirmed that a 50 percent rate reduction was appropriate. The other 21 courses requested rate reductions ranging from 0 to 100 percent, depending on the materials and services that had already been provided to students. **The Committee reviewed each of these 21 rate requests in further detail, and voted to recommend to the Chancellor that all 107 rates be approved as proposed: 86 at a 50 percent reduction, 21 at a rate reduction greater or less than 50 percent.**

The following table documents the 21 courses that requested exceptions to the 50 percent rate reduction:

#	Department	Course Title	Course No.	Original Rate	Proposed Rate	% CMSF Reduction
1	Biology	General Biology Lab	BIO 1B	\$20.00	\$6.00	70%
2	Chemistry	Instrumental Methods of Analysis	CHEM 105	\$155.00	\$150.15	3%
3	Chemistry	Organic Chem – Advanced Lab Methods	CHEM 115	\$155.00	\$155.00	0%
4	Chemistry	Physical Chemistry Lab	CHEM 125	\$141.00	\$141.00	0%
5	Chemistry	Organic Chemistry	CHEM 12B	\$80.00	\$57.01	29%
6	Chemistry	General Chemistry	CHEM 1B	\$35.00	\$25.32	28%
7	Chemistry	Organic Chemistry Lab	CHEM 3BL	\$66.00	\$41.78	37%
8	Chemistry	General Chemistry & Quantitative Analysis	CHEM 4B	\$105.00	\$53.83	49%
9	Earth & Planetary Sciences	The Planet Earth	EPS 50	\$30.00	\$0.00	100%
10	Earth & Planetary Sciences	Stratigraphy and Earth History	EPS 115	\$115.00	\$13.60	88%
11	Earth & Planetary Sciences	Advanced Field Course	EPS 118	\$1,200.00	\$1,200.00 [1]	0%

#	Department	Course Title	Course No.	Original Rate	Proposed Rate	% Reduction
12	Earth & Planetary Sciences	Strong Motion Seismology	EPS 130	\$20.00	\$0.00	100%
13	Earth & Planetary Sciences	Atmospheric Chemistry and Physics Lab	EPS C182	\$149.00	\$138.00	7%
14	Integrative Biology	Introduction to California Plant Life Lab	IB 102LF	\$40.00	\$0.00	100%
15	Integrative Biology	Natural History of the Vertebrates Lab	IB 104LF	\$33.00	\$0.00	100%
16	Integrative Biology	Physiology Lab	IB 132L	\$15.00	\$3.75	75%
17	Integrative Biology	Plant Physiological Ecology Lab	IB 151L	\$8.00	\$0.00	100%
18	Integrative Biology	Herpetology Lab	IB 175LF	\$150.00	\$30.00	80%
19	Music	Music Now	MUSIC 29	\$10.00	\$10.00	0%
20	Music	University Chorus	MUSIC 144	\$20.00	\$20.00	0%
21	Physics	Basic Semiconductor Circuits	PHYSICS 111A	\$175.00	\$150.00	14%

- [1] Because some students received, or will receive, the full benefit of the CMSF while others will not, the program has requested to retain the full amount so they may refund fees as necessary to students on an individual basis.

Recommendations for Future Terms in which Instruction is Wholly Online

In addition to reviewing rates for Spring 2020, the Committee discussed circumstances under which CMSFs might be charged during future periods of online-only instruction. In particular, the Committee noted that it seems difficult to provide instruction that involves “materials, supplies, tools, or equipment which are consumed, retained, or used by the student” or that provides “special supplemental educational experiences of direct benefit to the student” as required by UCOP’s implementation guidelines and campus policy.

The Committee thus recommends the following: **For any term in which all instruction is conducted wholly online, CMSFs should not be assessed**, unless it can be shown that approved materials or services are (a) necessary for the provision of course instruction; and (b) providing value to students commensurate with the fee rate. Requests for these exceptions should be made in writing to the Committee, which will review and make recommendations to the Chancellor on an *ad hoc* basis.

The Committee currently has no recommendation regarding a “hybrid model” of instruction, whereby some students participate in-person while others remain online. Members did express concern about both the equity and technical issues involved in the implementation of CMSFs in such an environment. The Committee would welcome participation in any ongoing discussions among campus leaders if such a model is adopted for a future term.