

**SHORELINE COMMUNITY COLLEGE
DISTRICT NUMBER SEVEN
BOARD OF TRUSTEES
REGULAR MEETING OF DECEMBER 3, 2014**

TAB 1

ACTION

Subject: Course Fee Waiver Process

Background

The Board of Trustees has legislative authority to set fees other than tuition, including course fees and administrative fees. Examples include lab fees, distance learning fees, transcript fees, parking fees, etc. The College has an administrative process in place for soliciting and reviewing fee proposals each year. Through this process, new fees or changes to existing fees may ultimately be proposed by the President to the Board for adoption. Typically the Board considers and, at its discretion, adopts fees at the same time as its consideration and adoption of the annual operating budget, which usually occurs in June of each year.

Fees applied to courses are, on the whole, necessary to support expenditures on goods and services, and in some cases salaries and benefits, associated with particular courses. In some cases, however, course fees could be waived temporarily without detriment to the fee budget, for example, in cases where a budget has accumulated significant reserves. In these cases, waiver of fees could be used as an incentive for students to take courses, particularly where the course fees are significant. For example, students in the College's new First Year Fast Forward courses, which use a cohort model to encourage persistence and completion, currently have fees of \$70 per quarter associated with them, due to the courses' use of a partially online (hybrid) teaching modality. Use of incentives such as this would allow the College to determine, through data-gathering, whether a course is yielding sufficient results to bring it to a larger scale.

The College proposes that the Board allow the President, in consultation with the Executive Leadership Team, to waive course fees associated with new and experimental courses that support strategic priorities of the College, for a period of no more than one year. This would allow the College to provide an incentive for students to take such courses.

Recommendation

That the Board authorize waiver of certain course fees by the following motion:

RESOLVED, that the Board of Trustees authorizes the College, by action of the President in consultation with the Executive Leadership Team, to waive course fees for new and experimental courses that support strategic priorities of the College, for a period of no more than one year.

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