Committee Members Present:
   Atticus Reyes
   Andy Dosev
   Angela Christopher
   Marianne McGrath
   Kem French
   Nicholas Centino
   Hannah Dineley
   Bryan Ruiz
   Laine Lyzak

Committee Members Absent:
   Tiana Petlin

Others in Attendance:
   Dianne Wei - Budget and Operations Analyst
   Emily Guetzoian - Marketing and Conference Admin. Analyst
   Anna Benscoter - Manager, Student Business Services
   Sara Ruiz - Senator for Social Justice
   Crista Fisher - Administrative Assistant for the VPSA office

Minutes:
I. Call to Order
   a. The meeting was called to order at 8:22 a.m.

II. Approval of Agenda and Minutes
   a. Action Item: Approval of the November 30, 2018 Agenda
      i. M/S/P (L. Lyzak/A. Dosev)
         Motion Passed 9-0-0
   b. Action Item: Approval of minutes from November 2, 2018
      i. M/S/P (A. Christopher/L. Lyzak)
         Motion Passed 9-0-0
III. Discussion Item
   a. 2019/2020 Category III Fee Proposals
         a. Motion to Approve (H. Dineley/ A. Christopher)
            i. H. Dineley would like to bring in the proposing faculty member to hear more about this fee and A. Christopher would like more information on which students are required to take this class. N. Centino suggested the committee develop specific questions for proposer to address and present their proposal at an upcoming meeting. L. Lyzak noted that this course has not been offered before and perhaps the department is trying to bring it back.
         b. After discussion the committee would like to see the following questions addressed:
            i. Is the course textbook available to rent in the library?
            ii. Is this course required as a GE or for upper division?
            iii. Could the faculty provide additional and more specific information for how this fee will be used?
         c. Motion to amend main motion to move from approval to tabling of the motion until more information is provided (N. Centino/M. McGrath)
            Motion Passed 9-0-0
      ii. Biology 420: Cellular and Molecular Immunology. Increase fee from $40 to $60.
         a. Motion to table (A. Dosev/A. Christopher)
            i. Discussion: A. Dosev asked if we are getting the least expensive price for chemicals. L. Lyzak confirmed the university is currently getting discounted prices. She shared the costs for student kits are increasing and a portion is funded by the program. M. McGrath suggested the proposal form be updated in order to report more specific information.
               Motion Passed 8-0-0 (one committee member left prior to adjournment)
      iii. Biology 454: Conservation Genetics. New fee $40
         a. Motion to table (N. Centino/A. Dosev)
            i. Discussion: Committee is requesting additional information regarding the fee and proposal. B. Ruiz questioned the availability of book rentals. A. Christopher asked if this was a new course and if it is in high demand.
               Motion Passed 8-0-0
iv. ERSM 300: Coastal Contaminants and Ecotoxicology. New fee $40.
   a. Move to Approve (N. Centino/M. McGrath)
      i. Discussion: The proposal included very detailed information and the committee had no concerns.
   **Motion Passed 8-0-0**

   a. Move to table (A. Christopher/A. Dosev)
      i. Discussion: D. Wei stated this fee would be used for mineral rock and fossil samples and specimen trays can be used one time. A. Reyes is concerned with adding a fee when the textbook is already . M. McGrath noted this faculty is requesting the same new fee for materials in four geology classes and wonders if this is more of a program/budget issue. A. Reyes agrees that more questions need answers to gain understanding of how Geology Department is working before voting on all Geology proposals.
   b. Move to amend motion to table and include all Geology proposals until more information received
      (N. Centino/ M. McGrath)
   **Motion Passed 8-0-0**
   Move to table Geology 122
   **Motion Passed 8-0-0**

**IV. Public Forum:** None

**V. Adjournment**
   a. The meeting was adjourned at 9:03 a.m.