Committee Members Present:
   Atticus Reyes
   Andy Dosev
   Hannah Dineley
   Tiana Petlin
   Bryan Ruiz
   Laine Lyzak
   Angela Christopher
   Marianne McGrath

Committee Members Absent:
   Kem French
   Nicholas Centino

Others in Attendance:
   Dianne Wei- Budget and Operations Analyst
   Nancy Monzingo – Presenter
   Allison Alvarado – Presenter
   Catherine Hutchinson - Presenter
   Crista Fisher – Administrative Assistant

Minutes:
I. Call to Order
   a. The meeting was called to order at 8:01 a.m.

II. Approval of the Agenda
   a. Action Item: Approval of the February 8, 2019 Agenda
      i. M/S/P (L. Lyzak/ A. Christopher)
      Motion Passed 7-0-0

III. Approval of Meeting Minutes
   a. Action Item: Approval of minutes from February 1, 2019
      i. M/S/P (A. Dosev/ B. Ruiz)
Motion Passed 6-0-1

**Note:** One member arrived late and was not involved in the voting process above.

**IV. Action Item: Approval of GEO 121, 122, 300 and 321 fee proposals**

a. Motion to approve all four original geology fee proposals of $10
   i. M/S/P (L. Lyzak/ A. Christopher)

b. Discussion: Some members questioned the costs of the supplies and had concerns over the high costs of the textbooks and lab manuals, and about adding another cost. Some questioned if the favorable state budget would benefit program funding. A committee member reported that after doing some research that none of the GEO courses are required and students can choose if they want to take a geology course as GE. She noted that the GEO 321 is an UDIG and there are other options besides this course.

**Motion Not Passed 3-5-0**

**V. Information Item: Presentations on BIO 214, 420 and 454 fee proposals by faculty members Nancy Mozingo, Allison Alvarado and Lab Technician Catherine Hutchinson.**

a. N. Mozingo said that BIO 214 and 454 are new courses and she believes reserved copies of the text book will be available in the library. Regarding 214, N. Mozingo explained this course will be required for Health Science Majors and the course was proposed in consultation with the Health Science Department. More specific information on what the requested fees will purchase included materials and services beyond a normal classroom (i.e. chemicals, supplies, fetal pig dissection kits). Purchased kits are within the guidelines for a miscellaneous course fee. A. Alvarado elaborated that labs provide experiential, hands-on learning and this prepares our students for the job market, however, there is a cost associated with this. Costs are essential and that without it, the course is only lecture based.

b. Proposal Discussion: A. Reyes noted that BIO 420 proposed a change in fees from $40 to $60 and requested clarity on how items are currently funded. N. Mozingo explained that the agents used are very expensive (antibodies) and they can’t continue to offer the course without help. This is a popular elective course and students can choose other courses. C. Hutchinson said she purchases items from companies whose costs are ramping up and the department has reduced costs elsewhere to make it up, however, they still end with a deficit. With the immunology course, C. Hutchinson receives discounted pricing on the agents (used only once), but it still is costly to create the needed chemicals. A. Reyes asked about textbooks and C. Hutchinson reported books are on CI Learn. A. Alvarado uses the same textbook every year. The textbooks are on reserve in the library, they also available for rent or can be bought used. In addition, she posts her lab manuals on CI Learn so there is no cost there. N. Mozingo allows students to use older editions of textbook. She noted they are underestimating course funds as some plans for BIO 214 are to purchase blood typing kits where students use fake blood products to experiment with blood typing. The requested fees would go towards fingerprinting kits for forensic lab, fetal pig dissection and disposal, and tissue microscope slides. A. Dosev asked if BIO 420 is offered now. C. Hutchinson
responded ‘yes’, and it is full with a long waitlist. They wanted to open another section but due to funding, only one section was offered this spring.
c. Action item: Motion to approve all BIO fee proposals
   i. M/S/P (L. Lyzak/ T. Petlin)
      ii. Discussion: There was support of the fees. Members noted the low cost of the textbooks, lab manuals, ability to use past editions, and support more sections being offered citing students have a choice to enroll. L. Lyzak shared faculty allows students to share textbooks.
Motion Passed 8-0-0

VI. Discussion Item: Spring Presentation Topics and Presentations
   a. D. Wei shared process of inviting guests to present to the committee in spring. Past examples included presentations on Parking, GI2025, Housing and Extended Education (when fees increased), and Campus Recreation.
      i. Discussion: Members expressed interest in hearing from Parking, Housing and Recreation. Also, they would like to learn more about the Gateway Project, Dolphin pantry and CAPS in order to gain an understanding of long wait times for students seeking counseling.

VII. Public Forum: None

VIII. Closing Remarks
   a. D. Wei requested suggestions from the committee on additional questions to include in the Fee Proposal form to make it more efficient in gathering the necessary information for review and alleviate confusion. She requested the committee email her with input.

IX. Adjournment
   a. The meeting adjourned at 8:50 a.m.