




University Senate CHARGE

Date:	October 27, 2011
To:	Rachel Cooper Chair, Student Affairs Committee
From:	Eric Kasischke Chair, University Senate 
Subject:	Proposal to Change Committee on the Review of Student Fees (CRSF) Operating Procedure
Senate Document #:	11-12-12
Deadline:	March 30, 2012

The Senate Executive Committee (SEC) requests that the Student Affairs Committee review the attached proposal entitled, "Proposal to Change Committee on the Review of Student Fees (CRSF) Operating Procedure" and make recommendations on whether the CRSF operating procedures should be revised.

President C.D. Mote Jr. created the CRSF as a means to obtain student input during the process of assessing student fees. The University's official policy on the Review and Approval of Student Fees outlines the authority for setting fees, the process for student participation, and the membership of the committee. The SEC requests that the Student Affairs Committee review the proposal and advise on whether the current operating procedure is appropriate.

Specifically, we ask that you:

1. Review the UMCP Policy on the Review and Approval of Student Fees.
2. Review the USM Board of Regents Policy on Student Tuition, Fees, and Charges (VIII-2.50).
3. Meet with the Vice President for Administrative Affairs, Robert Spector, or his representative to obtain an overview of the procedures utilized by the CRSF including overall timeline for its work, accountability, and transparency of the review process.
4. Meet with Michele Eastman, Assistant President & Chief of Staff, to obtain an overview of the CRSF's advisory responsibilities to the President of the University.

5. Consult with the proposers to discuss their specific concerns about the current operating procedure of the CRSF.
6. Consult with the University's Office of Legal Affairs.
7. If appropriate, recommend how the current procedures could be revised.

We ask that you submit your report and recommendations to the Senate Office no later than March 30, 2012. If you have questions or need assistance, please contact Reka Montfort in the Senate Office, extension 5-5804.



University Senate PROPOSAL FORM

Name:	Anna Bedford, GSG President, Ex-officio senator Kaiyi Xie, SGA President, Ex-officio senator
Date:	
Title of Proposal:	Proposal to change CRSF (Committee on the Review of Student Fees) operating procedure
Phone Number:	
Email Address:	
Campus Address:	
Unit/Department/College:	ARHU, ENGR/CMNS
Constituency (faculty, staff, undergraduate, graduate):	Graduate & Undergraduate
Description of issue/concern/policy in question:	<p>CRSF is currently an advisory body with purview over changes to student fees made up of 4 undergraduate students, 2 graduate students, and 7 faculty/staff (including chair). However, there are serious flaws within the operating structure. There is a severe lack of transparency and accountability that contravenes the values of shared governance the University of Maryland and the Senate holds dear. Deliberations are all held in private, the committee is not given any way to track how student fees are being used once they have been approved, the committee cannot reduce or amend any fee proposal, even if the unit has failed to do as the committee required, and there are no clear guidelines on the amount of authority given to the committee. In addition, the chair is not an elected position within the committee but maintains a right to vote when it will make a difference. It is difficult to have a sense of the full history of the committee, because records are not well kept, however, we believe the chair has had reason to vote on several occasions, but has never voted with the majority of students. For this reason the committee is effectively constituted with a minority of student votes.</p>
Description of action/changes you would like to see implemented and why:	<p><i>Transparency</i></p> <ul style="list-style-type: none"> - Members of the committee ought be given adequate time to prepare and research the proposals. Last year they were given only 2-3 days with the binders before the meeting, which was not enough time to study the proposals or to share with their constituencies. - Detailed meeting minutes ought be made available to all members of the University community. Currently, only vote tallies are kept

	<p>without any describing substance or context of the discussion during which the votes took place. This is particularly important for the student members who often rotate off after a year and will not have access to the history of fee discussions, such as the stated purpose for which a new fee was created.</p> <p><i>Accountability</i></p> <ul style="list-style-type: none"> - Each division requesting any student fees ought set up an open and transparent student advisory board that is inclusive of many different constituencies and campus governing bodies that oversees the fee proposal before it reaches CRSF. This is a policy of the CRSF but it is not enforced and several units, including Athletics, the Health Center, and Nyumburu are allowed to levy fees without giving affected constituencies a chance for input. - The committee ought be able to see how the previous year's student fee in a particular unit/department was spent and if it was consistent with the manner in which the fee was proposed to be spent. - The committee should have clearly stated guidelines in which its authority and purview is clarified, and then made available to the campus community. - The committee should have the power to elect its own chair in order to make the process more fair and equitable
<p>Suggestions for how your proposal could be put into practice:</p>	<p>All the proposed changes are fairly simple to make and do not require heavy investments of time but simply a procedural change to how the committee is being conducted now. In addition, there are no foreseeable financial impacts of these changes being proposed.</p>
<p>Additional Information:</p>	

Please send your completed form and any supporting documents to senate-admin@umd.edu or University of Maryland Senate Office, 1100 Marie Mount Hall, College Park, MD 20742-7541. Thank you!

UMCP Policies

Policy on the Review and Approval of Student Fees

The purpose of this policy is to establish a procedure whereby students have an appropriate advisory role in the recommendation of student fees. Student participation is accommodated to ensure full disclosure on the appropriateness of the student fee schedule, the need for specific fees, and the cost-benefit of the fees to the student community. This participation carries with it the expectation that the process will be collaborative with broad involvement and representation and result in appropriate information sharing with the community at large.

Authority for Setting Fees

Mandatory fees and room, board and parking charges are set by the Board of Regents of the University System of Maryland (USM) as stipulated in the Policy on Student Tuition, Fees and Charges (262.0, VIII-2.50) approved by the Board of Regents, June 21, 1990.

The management of student fees, including the review and recommendation of proposed fees and the authorization of expenditures from the resulting fee revenues, is the responsibility of the President, who is advised by the President's Cabinet. The Cabinet is advised by the Committee for the Review of Student Fees (CRSF) on recommendations for proposed fees.

Process for Student Participation

Mandatory fees and room, board and parking charges will undergo a five-step process:

- (1) The unit proposing the fee provides an opportunity to the affected student constituency for discussion on the merits and impact of the fee.
- (2) The Committee for the Review of Student Fees reviews the proposed fee and makes a recommendation to the Cabinet.
- (3) The Cabinet reviews the fee proposal and the recommendation made by the Committee to Review Student Fees and make a recommendation to the President.
- (4) The President recommends the fee schedule to the USM Board of Regents.
- (5) Board of Regents approves the fees.

In the event that actions by the State or Board of Regents with fiscal implications to the operations funded by the fees occur late in the process, it may be necessary that the fee submission be modified by the President.

Committee for the Review of Student Fees

The Committee for the Review of Student Fees shall be comprised of thirteen individuals.

Members

Appointing Authority

Chair	President of the University
Vice President Student Affairs	Ex officio, voting
Dean, Undergraduate Studies	Ex officio, voting
Dean, Graduate School	Ex officio, voting
4 undergraduate students	President of the Student Government Association
2 graduate students	President of the Graduate Student Government
2 faculty or staff	President of the University
1 Senator	Chair of the University Senate

Normally the Chair is the Vice President for Administrative Affairs. Student members serve a one-year term that coincides with the term of the appointing authority. Faculty and staff members serve two-year staggered terms based on an academic year.

Approved by the President on 10/24/08