



State of California

**Memorandum**

Date: May 20, 2003

To: College of Science and Mathematics  
College-Based Fee Committee

From: Philip S. Bailey, Dean  
College of Science and Mathematics

Subject: Distribution of College-Based Fee Revenues for 2003-04  
College of Science and Mathematics

This memo conveys my final decisions on distribution of College of Science and Mathematics College Based Fee revenues for 2003-04. I want to compliment the students and members of the faculty and staff who composed the department College-Based Fee Committees in the College of Science and Mathematics. The proposals you prepared for 2003-04 are thoughtful and suggest expenditures that will benefit the departments in quality ways. It was an absolute delight to hear the presentations of each proposal last Tuesday morning and see how the activities and purchases will distinguish our programs. Thank you all for the excellent work.

The original proposal for the College-Based Fee, overwhelmingly approved by College of Science and Mathematics students in March, 2002, stated the following priority needs for support:

- Instrumentation and Equipment.
- Faculty Recruitment and Development
- Student Research
- Access to Classes

Our proposed expenditures for 2003-04 are consistent with the intent of the College-Based Fee and will have a positive impact on our educational programs. However, all of the department proposals have aspects that address the current, historic budget deficits in California and their effects on Cal Poly. Considerable fee money is proposed for faculty and staff positions that normally would be part of our traditional state budget. I want you to know that though occasional difficult budget years can be somewhat mitigated by the College-Based Fee, this is not the intent nor purpose of this program. The fee is intended to ensure exceptional quality in our programs and to allow each department to achieve distinction. Thank you, however, for addressing the temporary budget issues. As soon as possible, we will move these expenditures to our normal State of California budget. I have no intention of saddling the College-Based Fee program with salaries for permanent employees.

## Distribution of Fee Revenues

1. Estimated Revenues for 2003-04: \$1,070,000

The Fall, 2003 headcount target assigned by the University for students majoring in the College of Science and Mathematics is 1831. This is a slight increase from the Fall, 2002 target of 1789 and the actual enrollment for that quarter of 1819. Overall, the University is planning a significant decrease in enrollment in 2003-04. However, the College of Science and Mathematics is increasing because of the importance of our programs to the California economy and because the College enrollment is below the long term plan for our proportion of the total Cal Poly enrollment.

Following are actual enrollments for 2002-03 in the College of Science and Mathematics and a projection for 2003-04. Projections are difficult so please consider this as just an estimate. In addition, Summer 2003 is especially difficult to estimate as the Summer quarter has been cut by 60-70% due to the current budget situation.

	Summer	Fall	Winter	Spring	Total
2002-03 Actual	462	1819	1746	1740	5767
2003-04 Projected	325	1831	1758	1751	5665

In 2002-03, the University did not collect College-Based Fees in the summer. The fee revenue for the College of Science and Mathematics in this academic year was \$1,010,200. This was based on a FWS total student enrollment of 5305 with a small proportion of part time and fee-exempt students in the mix (if everyone paid \$200/quarter, the revenue would have been \$50,000 greater). Since summer is included this year and our College enrollment will be increasing slightly the 2003-04 revenues should be a little higher. The difference in numbers of students being billed this year compared to last is 360 (mostly, from summer). Let's guess that two-thirds of the 360 students pay \$200 and the other third pays \$100 (I'm basing this on the fact that student loads are considerably less in summer compared to FWS). Our projected revenue for 2003-04 should be around \$1,070,000.

2. Distribution of Fee Revenues

### CSM CBF 2004-05 Allocation

<b>Biological Sciences Department</b>	<b>\$400,000</b>
<b>Department of Chemistry and Biochemistry</b>	<b>\$165,000</b>
<b>Kinesiology Department</b>	<b>\$220,000</b>
<b>Mathematics Department</b>	<b>\$125,000</b>
<b>Physics Department</b>	<b>\$130,000</b>
<b>Statistics Department</b>	<b>\$30,000</b>
<b>Total</b>	<b>\$1,070,000</b>

Distribution of fee revenues was based on need, nature and quality of proposal, and student headcount by department. The goal is for each department, regardless of size, to achieve a clearly recognizable level of distinction because of the College-Based Fee. Laboratory departments can become national leaders in the opportunities our students will have with modern and continually upgraded equipment and instrumentation. All departments have the potential to develop innovative pedagogical and curricular programs and special approaches to faculty mentored student research. In striving for this distinction and in making the revenue distributions, I considered the College of Science and Mathematics as a true college, a community, not just a collection of departments.

### ***Considerations in Expenditure of Fee Revenues***

1. **Departmental Autonomy:** The departments will receive a dollar allocation and are authorized to spend it consistent with the intent of their proposals. They can re-prioritize or change aspects of the proposal (for example, substitute one piece of equipment for another) with appropriate internal consultation.
2. **Appropriate Consultation:** Each department should determine the extent of consultation required in implementation of the proposal. I would assume that minor deviations will be allowed the department chair without consultation, but major deviations, such as substitution of an expensive piece of equipment for another or a major change in priorities of categories, will be subject to consultation with the department committee. Complete departure from a proposed program should be discussed with the dean.
3. **Immediate but Phased Expenditures:** It is important that students recognize benefits of the college-based fee as soon as possible next year. Departments are encouraged to order equipment this summer and ensure that summer student research programs are sufficiently organized to begin in an efficient and timely manner. However, until we can accurately estimate the probable fee revenues, determine enrollments by department in the fall, and determine rollover of 2002-03 fee money, we should limit our initial expenditures to about 80% of the allocation.
4. **Expenditures to Benefit Science and Mathematics Majors:** The College-Based Fee is paid by and should primarily benefit students majoring in the College of Science and Mathematics. Because of the nature of the College, this is not 100% possible but it is important that the departmental expenditures be directed for maximum benefit to our majors.
5. **Efficiency and Value in All Expenditures:** In both our college-based fee revenues and our state budget, we should be aware of achieving value and efficiency in our expenditures.
6. **Communication:** Department proposals need to be put into a concise and understandable format suitable for posting on the college website as soon as possible. During the 2003-04 calendar year, departments will make periodic updates on progress on expenditures and implementation of the plan. Also, please consider other ways to inform students on the use of their fee money such as placing certificates next to laboratory or computing equipment purchased with the College-Based Fee.

## Future Considerations

- **Instrumentation and Equipment:** I am concerned that the laboratory departments overall are not proposing more money for equipment and instrumentation. Because of the budget crisis in California, I realize that a disproportionate share of the CBF revenue is proposed for access to classes this year. Hopefully, in future cycles we will be able to decrease this dependence. Equipment and instrumentation purchases benefit the curriculum, student research, and faculty development. This is a clear way to distinguish our curricular programs and achieve national distinction.
- **Grant Matching:** It is clear that the College Based Fee will have a significant impact on the quality of our programs but it is not enough to meet all needs. Every department considers each year funds for student research and travel in conjunction with faculty mentors. Especially in laboratory departments, this impacts equipment purchases. I hope that the College Based Fee program can be enhanced with faculty and department grants from external agencies and vice-versa. It is important that our departments continue and further strengthen efforts to attain external support and avoid the temptation to replace these opportunities with College Based Fee revenues.
- **Interdisciplinary Efforts:** There are many examples where the curriculum of one department serves students of another and of opportunities for interdisciplinary student research such as in some of our centers including the Environmental Biotechnology Center, Western Coatings Technology Center, and the Marine Science Education and Research Center. As appropriate, I hope the departments in our college will cooperate and share in proposing interdisciplinary projects and that this will eventually be a possibility even between colleges.

## ***2003-04 College- Based Committees and Responsibilities***

### 1. Responsibilities

- Consult on the implementation of the 2003-04 College-Based Fee program and revenue expenditures.
- Prepare proposals for the 2004-05 College-Based Fee program.

### 2. Preliminary Schedule for 2003-04

- Spring 2003
  - By the end of May, the 2003-04 College-Based Fee Plans for each department should be on the College website.
- Summer 2003:
  - By the end of June, a final report on use of 2002-03 College-Based Fees should be on the College website.
  - After summer quarter and before Fall Conference and Week of Welcome, progress reports on use of 2003-04 College-Based Fee revenues should be on the College website.

- Fall 2003:
  - Early in Fall quarter, each department's College-Based Fee committee should be formed.
  - Around Thanksgiving, an updated progress report on use of 2003-04 College-Based Fees by each department should be submitted for the College website.
- Winter 2004:
  - Department committees should consult with students, faculty, and staff about needs and priorities for use of College-Based Fee revenues in 2004-05.
  - Towards the end of Winter quarter, 2003-04 progress reports on the College website should be updated.
- Spring 2004:
  - Monday, April 26: Department CBF proposals and representatives to the College CBF committee due to the dean's office.
  - Week of May 10: College CBF Committee meets. Departments present proposals. Dean consults with College committee.
  - Week of May 17: Dean presents proposal for distribution of CBF revenues to the College CBF Committee.
  - Monday, May 24: Dean finalizes distribution of CBF revenues to departments.
  - Friday, May 28: Department College-Based Fee Plans on College website.