



Presentation/Proposal Form

Course Fee request - Math 99

Name: Betsy Julian

Date: 5/7/2019

Department: Instruction

Contact Information: bjulian@cocc.edu

- ❖ Complete Items 1–8 to the best of your ability (see Instructions form for reference).
- ❖ If an item listed is not relevant to your specific presentation to College Affairs, please mark it *N/A*.
- ❖ E-mail the completed checklist to the College Affairs committee support specialist by the specified deadline.

1. PRESENTATION/PROPOSAL ABSTRACT (150–250 words)

We are requesting that a \$15 course fee be added to Mth 99 AMP (Adjust My Placement) starting fall 2019. This fee is necessary to fully cover all the costs for the software used by the students in this course. This is a pass through fee that will end up in the CAP Services placement test account.

2. TYPE OF PRESENTATION/PROPOSAL

- Information Item (requires approval of CA Chair)
- Action Item
 - Information and committee feedback
 - Procedure—*revision* (Attach current procedure with proposed changes highlighted using track changes.)
 - Procedure—*new* (Attach proposed procedure separately.)
 - Identify suggested location in *General Procedures Manual*: _____

- Policy—*revision* (Attach current policy with proposed changes illustrated with track changes)
- Policy—*new* (Attach proposed policy separately.)
 - Identify suggested location in *General Policy Manual*: _____
- Other: **course fee** _____

3. BUDGET IMPACT

This course fee is needed to cover the cost of software used by students in this innovative Math course that helps students advance their placement level. Most students are able to save money overall by placing into a higher Math class and taking fewer developmental classes.

4. INSTRUCTIONAL REQUIREMENTS/IMPACTS

Mth 99 AMP (Adjust My Placement) is a new course that will help students place into a higher Math class than originally recommended, saving them time and money.

5. OPERATIONAL IMPACT

The fee associated with Mth 99 AMP (Adjust My Placement) is needed to cover the cost of the software upon which the course is based.

6. STUDENT IMPACT

Students who take the class will be able to take fewer developmental Math courses; the fee is necessary to make the course viable.

7. ANTICIPATED IMPLEMENTATION TIMELINE

Fall 2019

8. MOTION TO BE RECOMMENDED

Recommend a \$15 course fee be added to Mth 99 AMP (Adjust My Placement) starting fall 2019.