



# Presentation/Proposal Form

MA Program Fee Increase

Shannon Waller

Name: \_\_\_\_\_

Date: 1/10/22

Department: Medical Assisting

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- ❖ 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)

MA has a program fee of \$150 per term to cover materials and supplies for our hands on labs. Recently, we calculated how much we have been spending and due to increased costs in the medical field for supplies, we have been spending more than the \$150 per student. We would like to increase to \$200 per term. The fee would attach to MA 111, MA 120 and MA 137.

## 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**

MA 111, fall term, would have a fee of \$200

MA 120, winter term, would have a fee of \$200

MA 137, spring term, would have a fee of \$200

### **4. INSTRUCTIONAL REQUIREMENTS/IMPACTS**

There will be no instructional impact of this change.

### **5. OPERATIONAL IMPACT**

Fees to be increased:

MA 111, fall term, would have a fee of \$200

MA 120, winter term, would have a fee of \$200

MA 137, spring term, would have a fee of \$200

## **6. STUDENT IMPACT**

The increased fee would allow the MA program to have the much needed materials and supplies for the student hands on learning in the labs.

## **7. ANTICIPATED IMPLEMENTATION TIMELINE**

Fall 2022

## **8. MOTION TO BE RECOMMENDED**

Recommend an increase of course fees for the following courses:

MA 111, fall term, would have a fee of \$200

MA 120, winter term, would have a fee of \$200

MA 137, spring term, would have a fee of \$200

