



## Presentation/Proposal Form

[Add Title Here]

Proposal to add a fee for classes requiring the use of Adobe Creative Cloud

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Date: 5 May 202

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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)

Fine Arts and Communication is introducing a new certificate program in Graphic Design. Many of the courses required for this degree (and a few others within the department) require the use of cloud-based industry-standard software in order to prepare students for workplace expectations.

Through discussions with IT, we have found yearly and flexible student licenses for the Adobe Creative Cloud for approximately \$150 each. (Flexible = transferable to different students in successive terms) This package is only available with bulk purchases – not to individual students. Dividing this cost over three terms means \$50 per term per license. Hence, our proposal is to charge a \$50 software fee for any student registered for a class that uses Adobe Creative Cloud. There is one important caveat: since the license itself is not class specific, if a student registers for more than one class requiring Adobe Creative Cloud, they need only one license and therefore should only pay one fee. In other words, the maximum a student can be charged for this particular course fee is capped at \$50 per term.

### 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: Fee proposal

### **3. BUDGET IMPACT**

If all goes to plan, this is a budget neutral proposal. Fees will be collected and routed to the appropriate budget line, and either IT or FAC will be responsible for the annual payment. If there is an appreciable difference in the amount of fees collected and the cost of the software, meaning we are not collecting enough to cover the cost, Fine Arts and Communication will step up and cover the initial shortage, reassess the process and the amount of the fee.

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

This is a faculty driven request and we are more than adequately supplied with qualified instructors to work with the requested products. Other departments/students across campus may benefit from this cost reduction strategy should Adobe Creative Cloud be required in one of their classes.

### **5. OPERATIONAL IMPACT**

Since this is a cloud based software program, there are nominal operational impacts to be considered other than maintenance of the licenses term-by-term and the yearly renewing of the license package. That said, if we are successful in our quest to create a Fine Arts Computer Lab, an important partnership between FAC and IT will follow, involving the formation of an action plan for periodic upkeep and setting forth strategies for future growth and development.

## **6. STUDENT IMPACT**

Students are charged a fee, so there is a monetary impact for them. However, as proposed, they will never be charged more than one \$50 fee per term, regardless of how many Adobe Creative Cloud classes they take. This is also a less expensive alternative to them purchasing the software on their own, even at current monthly student rates.

## **7. ANTICIPATED IMPLEMENTATION TIMELINE**

Fees will be charged for classes beginning in Fall 2021

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

I move to assess students a \$50 fee for classes that require the use of Adobe Creative Cloud, and that the fee can only be assessed once per term, even if a student takes more than one class requiring this software package.