

July 1, 2019

## ACADEMIC SENATE FACULTY

Dear Colleagues,

In light of UCI's adoption of the Canvas learning management system (LMS) and the proliferation of charges to students for enrolling in some courses at UCI, I convened a Task Force this spring to:

- Identify fees that students are charged and costs that students incur in order to take courses at UCI, including textbooks, course materials, access to online tools and homework systems, test proctoring services, and placement exams;
- Evaluate the structure and review schedule of the Student Fee Advisory Committee (SFAC) and make recommendations on whether SFAC should separate review of academic and non-academic student fees;
- Make recommendations on what types of fees and costs related to enrollment in courses should be at the discretion of a faculty member, what fees and costs should require additional levels of review and approval, and identify appropriate bodies to conduct these additional reviews.

The Task Force developed the following five principles:

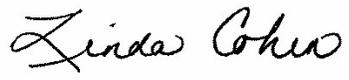
1. When students are required to pay for educational materials or services, every reasonable effort should be made to ensure that a no-cost equivalent is made available (e.g., a library copy of course materials placed on reserve; pen-and-paper exercises provided for those who cannot afford access to online versions, copies of software tools available on accessible lab computers, etc.).
2. Students should not be asked to pay for educational materials or services unless the instructor is convinced that these provide significant pedagogical advantages over free or cheaper alternatives. (For example, no student should be asked to access course materials on a pay-for-use LMS unless it has significant functionality that Canvas cannot provide).
3. Faculty should not ask students to pay for services which we can reasonably expect instructional staff (faculty, TAs, lecturers, departments, etc.) to perform, or which students can reasonably expect to be covered by their existing tuition and fees.
  - a. Different course modalities (such as online courses) should not justify imposing additional costs on students for the basic operation of the course. Exam proctoring, for example, is a cost that students can reasonably expect to be covered by their basic tuition fees, whether the course is online or face-to-face.
4. Faculty, departments, and Schools should not require students to pay for services from which they stand to benefit financially or materially – whether directly or indirectly.
5. When faculty require students to contract with private companies for pedagogical purposes, they must ensure that students' privacy is protected and that their FERPA rights are not infringed upon.

The Senate Cabinet unanimously endorsed these principles on June 18, 2019.

The Academic Senate will continue to discuss the issue of affordability of course materials for students and will determine potential next steps for implementation in fall 2019. I encourage you to engage in conversations on this subject with your colleagues, including your representatives to the Academic Senate.



Sincerely,

A handwritten signature in black ink that reads "Linda Cohen". The script is fluid and cursive, with the first letters of "Linda" and "Cohen" being capitalized and prominent.

Linda Cohen, Chair  
Academic Senate