

**Collin College**  
**Fee Request for Board Approval and/or Fee Modification**

Course Title or Program: DMSO 1201 Lab:Techniques of Medical Sonography

Fee Name: Lab Fee

Fee Amount: \$24

Detail Code/FOAPAL: \_\_\_\_\_

Requested Implementation Date or Term: Spring 2021 (202120) assigned by Business/Bursar Office

Justification for fee (attach applicable supporting documentation):

New diagnostic medical sonography course. Lab fee needed to cover lab supplies to include exam gloves, sonographic printer paper, transducer disinfectant spray, transducer gel, and exam table disinfectant.

Anticipated supply cost for this course:  
 Gel: \$130  
 Transducer disinfectant: \$40  
 Exam gloves: \$80  
 Sonographic Paper: \$60  
 Table disinfectant: \$50  
 (Enrollment is capped at 15 students. For this course, the lab supply cost would be approximately \$24 per student)

**Select one from each list below:**

- Original approval request (requires VP and Board approval):
- Change to existing fee amount (requires VP Board approval):
- Course Designation Change (no fee change):
- Fee Termination Notice:

**Select one from list below:**

- This is a course lab fee (<\$24):
- This is a course special fee (>\$24):
- This is a pass-through fee:
- This is an administrative fee:
- Other (explain in justification block):

**Approvals:**

Megan Chambers  
 Requestor: Director or Associate Dean's Name/Signature

Michelle Millen  
 Approver: Dean's Name/Signature

[Signature]  
 Approver: Provost/Associate Vice President's Name/Signature

Tom P. [Signature]  
 Approver: Vice President's Name/Signature

6/23/2020  
 Date

7.27.20  
 Date

7/29/20  
 Date

8/12/20  
 Date

**Instructions:** Complete requested information, including detailed cost justification (attach second page if needed) and approving signatures through Provost approval. Email package to Bursar@collin.edu for detail code/accounting assignment (if needed). Requests for new fees or fee amount changes will be forwarded to appropriate Vice President for final approval and submission to Board. Fee requests should be submitted prior to the 5th of the month to be considered for Board agenda. Board determinations will be routed from submitting Vice President Office to Bursar to requesting dean. Departments are responsible for any necessary fee entries in Banner at course section level. Bursar Office forwards approvals to curriculum coordinator for Banner catalog input.

**Texas Education Code (TEC) Citations for assessing fees:**

- TEC, Subchapter E.54.501: *Laboratory Fees...shall not be more the \$24 per semester credit hour of laboratory course credit...*
- TEC, Subchapter B.54.051(l): *Courses in art, architecture, drama, speech, or music where individual coaching or instruction is the usual method of instruction...*
- TEC, Subchapter E. 54.504: *Incidental Fees...reasonably reflect actual cost to the university of the materials or services for which the fee is collected.*
- TEC, Chapter 130.084(b): *Fees necessary for efficient operation of the college...*

**Collin College**  
**Fee Request for Board Approval and/or Fee Modification**

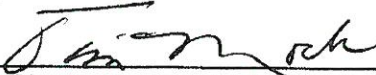
Course Title or Program: EMSP 1371  
 Fee Name: EMS Testing for EMT  
 Fee Amount: \$49.99  
 Detail Code/FOAPAL: \_\_\_\_\_  
 Requested Implementation Date or Term: 202120 assigned by Business/Bursar Office

Justification for fee (attach applicable supporting documentation):


EMS Testing for the EMT program provides an opportunity to maintain testing integrity and rigor across all methods of instruction. Students have encountered numerous roadblocks and software compatibility issues when utilizing our current testing security software. Honor Lock, which has created undue stress in a testing environment. This issue was complicated during the shutdown causing burden to the students and professors. Whether the course is offered in the classroom, online or hybrid setting, EMS Testing provides a secure testing experience that can be utilized for all course exams and can be accessed on campus or remotely based on cohort needs. This program will be used by students in the three required EMT courses needed for certification.

- |  |   |
|--|---|
| <p><b>Select one from each list below:</b></p> <p>Original approval request (requires VP and Board approval): <input checked="" type="checkbox"/></p> <p>Change to existing fee amount (requires VP Board approval): <input type="checkbox"/></p> <p>Course Designation Change (no fee change): <input type="checkbox"/></p> <p>Fee Termination Notice: <input type="checkbox"/></p> | <p><b>Select one from list below:</b></p> <p>This is a course lab fee (&lt;\$24): <input type="checkbox"/></p> <p>This is a course special fee (&gt;\$24): <input checked="" type="checkbox"/></p> <p>This is a pass-through fee: <input type="checkbox"/></p> <p>This is an administrative fee: <input type="checkbox"/></p> <p>Other (explain in justification block): <input type="checkbox"/></p> |
|--|---|

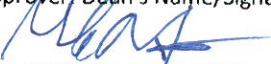
**Approvals:**

  
 Requestor: Director or Associate Dean's Name/Signature


7/29/20  
 Date

  
 Approver: Dean's Name/Signature

Jul 29, 2020  
 Date

  
 Approver: Provost/Associate Vice President's Name/Signature

7/31/20  
 Date

  
 Approver: Vice President's Name/Signature

8/12/20  
 Date

**Instructions:** Complete requested information, including detailed cost justification (attach second page if needed) and approving signatures through Provost approval. Email package to [Bursar@collin.edu](mailto:Bursar@collin.edu) for detail code/accounting assignment (if needed). Requests for new fees or fee amount changes will be forwarded to appropriate Vice President for final approval and submission to Board. Fee requests should be submitted prior to the 5th of the month to be considered for Board agenda. Board determinations will be routed from submitting Vice President Office to Bursar to requesting dean. Departments are responsible for any necessary fee entries in Banner at course section level. Bursar Office forwards approvals to curriculum coordinator for Banner catalog input.

**Texas Education Code (TEC) Citations for assessing fees:**

- TEC, Subchapter B.54.501: *Laboratory Fees...shall not be more the \$24 per semester credit hour of laboratory course credit...*
- TEC, Subchapter B.54.051(f): *Courses in art, architecture, drama, speech, or music where individual coaching or instruction is the usual method of instruction...*
- TEC, Subchapter E. 54.504: *Incidental Fees...reasonably reflect actual cost to the university of the materials or services for which the fee is collected.*
- TEC, Chapter 130.084(b): *Fees necessary for efficient operation of the college...*



**Collin College  
Fee Request for Board Approval and/or Fee Modification**

Course Title or Program: EMSP.1438

Fee Name: EMS Testing for Paramedic

Fee Amount: \$98.50

Detail Code/FOAPAL: \_\_\_\_\_

Requested Implementation Date or Term: 202120

assigned by Business/Bursar Office

Justification for fee (attach applicable supporting documentation):

EMS Testing for the PM program provides an opportunity to maintain testing integrity and rigor across all methods of instruction. Students have encountered numerous roadblocks and software compatibility issues when utilizing the testing security software, Honor Lock, which has created undo stress in a testing environment. Whether the course is offered in the classroom, online or hybrid setting, EMS Testing provides a secure testing experience that can be utilized for all course exams and can be accessed on campus or remotely based on cohort needs. This program will be used by students in the 9 didactic Paramedic courses needed for certification.

Select one from each list below:

Original approval request (requires VP and Board approval):

Change to existing fee amount (requires VP Board approval):

Course Designation Change (no fee change):

Fee Termination Notice:

Select one from list below:

This is a course lab fee (<\$24):

This is a course special fee (>\$24):

This is a pass-through fee:

This is an administrative fee:

Other (explain in justification block):

Approvals:

Jim Mock  
Requestor: Director or Associate Dean's Name/Signature

7/29/20  
Date

Michelle Millen  
Approver: Dean's Name/Signature

Jul 29, 2020  
Date

Michelle Millen (Jul 29, 2020 20:17 CDT)  
Approver: Provost/Associate Vice President's Name/Signature

7/31/20  
Date

Tom P. Jones  
Approver: Vice President's Name/Signature

8/12/20  
Date

**Instructions:** Complete requested information, including detailed cost justification (attach second page if needed) and approving signatures through Provost approval. Email package to [Bursar@collin.edu](mailto:Bursar@collin.edu) for detail code/accounting assignment (if needed). Requests for new fees or fee amount changes will be forwarded to appropriate Vice President for final approval and submission to Board. Fee requests should be submitted prior to the 5th of the month to be considered for Board agenda. Board determinations will be routed from submitting Vice President Office to Bursar to requesting dean. Departments are responsible for any necessary fee entries in Banner at course section level. Bursar Office forwards approvals to curriculum coordinator for Banner catalog input.

**Texas Education Code (TEC) Citations for assessing fees:**

TEC, Subchapter E.54.501: *Laboratory Fees...shall not be more the \$24 per semester credit hour of laboratory course credit...*

TEC, Subchapter B.54.051(l): *Courses in art, architecture, drama, speech, or music where individual coaching or instruction is the usual method of instruction...* TEC, Subchapter E. 54.504: *Incidental Fees...reasonably reflect actual cost to the university of the materials or services for which the fee is collected.*

TEC, Chapter 130.084(b): *Fees necessary for efficient operation of the college...*

Collin College

Fee Request for Board Approval and/or Fee Modification

Course Title or Program: EMS<sup>P</sup>1438

Fee Name: Reel Dx Paramedic Scenarios

Fee Amount: \$70.00

Detail Code/FOAPAL: \_\_\_\_\_

Requested Implementation Date or Term: 202120 assigned by Business/Bursar Office

Justification for fee (attach applicable supporting documentation):

Reel DX is a program that provides over 700 peer-reviewed, medical video cases featuring real patient stories in real medical situations. These patient narratives, delivered effectively using medical video case vignettes include patient history, diagnoses, treatment outcomes and key clinical reasoning in more than 1,000 topics. As we struggle to secure clinical sites due to the pandemic, these video interactions with real patients provide our students with the opportunity to learn from practicing doctors, nurses and paramedics as well as from the patients themselves. Reel DX would be of critical importance in the event that the campus is shut down as it can be accessed remotely or on campus. This program will be used by all Paramedic students for all 13 courses needed for certification.

Select one from each list below:

- Original approval request (requires VP and Board approval)
Change to existing fee amount (requires VP Board approval)
Course Designation Change (no fee change):
Fee Termination Notice:

Select one from list below:

- This is a course lab fee (<\$24):
This is a course special fee (>\$24):
This is a pass-through fee:
This is an administrative fee:
Other (explain in justification block):

Approvals:

Requestor: Director or Associate Dean's Name/Signature

Date: 7/29/20

Approver: Dean's Name/Signature

Date: Jul 29, 2020

Approver: Provost/Associate Vice President's Name/Signature

Date: 7/31/20

Approver: Vice President's Name/Signature

Date: 8/12/20

Instructions: Complete requested information, including detailed cost justification (attach second page if needed) and approving signatures through Provost approval. Email package to Bursar@collin.edu for detail code/accounting assignment (if needed). Requests for new fees or fee amount changes will be forwarded to appropriate Vice President for final approval and submission to Board.

Texas Education Code (TEC) Citations for assessing fees:

- TEC, Subchapter E.54.501: Laboratory Fees...shall not be more the \$24 per semester credit hour of laboratory course credit...
TEC, Subchapter B.54.051(i):Courses in art, architecture, drama, speech, or music where individual coaching or instruction is the usual method of instruction...
TEC, Subchapter E. 54.504: Incidental Fees...reasonably reflect actual cost to the university of the materials or services for which the fee is collected.
TEC, Chapter 130.084(b): Fees necessary for efficient operation of the college...



Collin College  
Fee Request for Board Approval and/or Fee Modification

Course Title or Program: EMSP1438 Introduction to Advance Practices

Fee Name: Platinum Planning Paramedic

Fee Amount: \$85.00

Detail Code/FOAPAL: TSPF

Requested Implementation Date or Term: 202120 assigned by Business/Bursar Office

Justification for fee (attach applicable supporting documentation):

We are consolidating our EMS testing, scheduling, student documentation, and accreditation reporting into one program. This will save money for the student and the department and will provide a more user friendly platform for students, faculty, and staff. This will replace the FISDAP fee for the program we are using now which is set at \$140.00

Select one from each list below:

- Original approval request (requires VP and Board approval):
- Change to existing fee amount (requires VP Board approval):
- Course Designation Change (no fee change):
- Fee Termination Notice:

Select one from list below:

- This is a course lab fee (<\$24):
- This is a course special fee (>\$24):
- This is a pass-through fee:
- This is an administrative fee:
- Other (explain in justification block):

Approvals:

Tim Mock  
Requestor: Director or Associate Dean's Name/Signature

7/27/20  
Date

[Signature]  
Approver: Dean's Name/Signature

7.27.20  
Date

[Signature]  
Approver: Provost/Associate Vice President's Name/Signature

7/29/20  
Date

Tom P. Jell  
Approver: Vice President's Name/Signature

8/12/20  
Date

**Instructions:** Complete requested information, including detailed cost justification (attach second page if needed) and approving signatures through Provost approval. Email package to Bursar@collin.edu for detail code/accounting assignment (if needed). Requests for new fees or fee amount changes will be forwarded to appropriate Vice President for final approval and submission to Board. Fee requests should be submitted prior to the 5th of the month to be considered for Board agenda. Board determinations will be routed from submitting Vice President Office to Bursar to requesting dean. Departments are responsible for any necessary fee entries in Banner at course section level. Bursar Office forwards approvals to curriculum coordinator for Banner catalog input.

Texas Education Code (TEC) Citations for assessing fees:

- TEC, Subchapter E.54.501: Laboratory Fees...shall not be more the \$24 per semester credit hour of laboratory course credit...
- TEC, Subchapter B.54.051(l): Courses in art, architecture, drama, speech, or music where individual coaching or instruction is the usual method of instruction...TEC, Subchapter E. 54.504: Incidental Fees...reasonably reflect actual cost to the university of the materials or services for which the fee is collected.
- TEC, Chapter 130.084(b): Fees necessary for efficient operation of the college...

**Collin College**  
**Fee Request for Board Approval and/or Fee Modification**

Course Title or Program: EMSP1501 Emergency Medical Technician - Basic

Fee Name: Platinum Planning EMT

Fee Amount: \$30.00

Detail Code/FOAPAL: TSPF

Requested Implementation Date or Term: 202120

assigned by Business/Bursar Office

Justification for fee (attach applicable supporting documentation):

This is replacing FIDAP fee for EMT classes, which is currently \$80.00. This will be used for scheduling labs, clinicals and patient documentation.

**Select one from each list below:**

- Original approval request (requires VP and Board approval):
- Change to existing fee amount (requires VP Board approval):
- Course Designation Change (no fee change):
- Fee Termination Notice:

**Select one from list below:**

- This is a course lab fee (<\$24):
- This is a course special fee (>\$24):
- This is a pass-through fee:
- This is an administrative fee:
- Other (explain in justification block):

**Approvals:**

  
 Requestor: Director or Associate Dean's Name/Signature

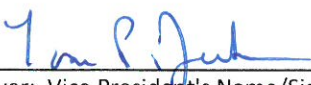
7/27/20  
 Date

  
 Approver: Dean's Name/Signature

7.27.20  
 Date

  
 Approver: Provost/Associate Vice President's Name/Signature

7/29/20  
 Date

  
 Approver: Vice President's Name/Signature

8/12/20  
 Date

**Instructions:** Complete requested information, including detailed cost justification (attach second page if needed) and approving signatures through Provost approval. Email package to Bursar@collin.edu for detail code/accounting assignment (if needed). Requests for new fees or fee amount changes will be forwarded to appropriate Vice President for final approval and submission to Board. Fee requests should be submitted prior to the 5th of the month to be considered for Board agenda. Board determinations will be routed from submitting Vice President Office to Bursar to requesting dean. Departments are responsible for any necessary fee entries in Banner at course section level. Bursar Office forwards approvals to curriculum coordinator for Banner catalog input.

**Texas Education Code (TEC) Citations for assessing fees:**

- TEC, Subchapter E.54.501: Laboratory Fees...shall not be more the \$24 per semester credit hour of laboratory course credit...
- TEC, Subchapter B.54.051(l): Courses in art, architecture, drama, speech, or music where individual coaching or instruction is the usual method of instruction... TEC, Subchapter E. 54.504: Incidental Fees...reasonably reflect actual cost to the university of the materials or services for which the fee is collected.
- TEC, Chapter 130.084(b): Fees necessary for efficient operation of the college...






# Course Fees

Final Audit Report

2020-07-30

Created:	2020-07-29
By:	Cassie Peak (cpeak@collin.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAA91E6JYtsGYhuaqcQcrtOzmimKVQk5EDg

## "Course Fees" History

-  Document created by Cassie Peak (cpeak@collin.edu)  
2020-07-29 - 8:27:14 PM GMT- IP address: 192.231.40.125
-  Document emailed to Michelle Millen (mmillen@collin.edu) for signature  
2020-07-29 - 8:28:09 PM GMT
-  Email viewed by Michelle Millen (mmillen@collin.edu)  
2020-07-29 - 10:01:08 PM GMT- IP address: 72.176.254.174
-  Document e-signed by Michelle Millen (mmillen@collin.edu)  
Signature Date: 2020-07-30 - 1:17:29 AM GMT - Time Source: server- IP address: 72.176.254.174
-  Signed document emailed to Cassie Peak (cpeak@collin.edu) and Michelle Millen (mmillen@collin.edu)  
2020-07-30 - 1:17:29 AM GMT



**Collin College  
Fee Request for Board Approval and/or Fee Modification**

Course Title or Program: PTHA 1409 Introduction to Physical Therapy

Fee Name: Lab Fee

Fee Amount: \$24

Detail Code/FOAPAL: \_\_\_\_\_

Requested Implementation Date or Term: Spring 2021 (202120)

assigned by Business/Bursar Office

Justification for fee (attach applicable supporting documentation):

New program lab fee for Rehabilitation Aide OSA. Lab supplies to include personal protective equipment (exam gloves, face masks, face shields, gowns), pillow cases, exam table paper, and electrodes.

Select one from each list below:

- Original approval request (requires VP and Board approval):
- Change to existing fee amount (requires VP Board approval):
- Course Designation Change (no fee change):
- Fee Termination Notice:

Select one from list below:

- This is a course lab fee (<\$24):
- This is a course special fee (>\$24):
- This is a pass-through fee:
- This is an administrative fee:
- Other (explain in justification block):

Approvals:

Michael Cox  
Requestor: Director or Associate Dean's Name/Signature

07/24/2020

Date

Michelle Millen  
Approver: Dean's Name/Signature

7.27.20

Date

[Signature]  
Approver: Provost/Associate Vice President's Name/Signature

7/29/20

Date

[Signature]  
Approver: Vice President's Name/Signature

8/12/20

Date

**Instructions:** Complete requested information, including detailed cost justification (attach second page if needed) and approving signatures through Provost approval. Email package to Bursar@collin.edu for detail code/accounting assignment (if needed). Requests for new fees or fee amount changes will be forwarded to appropriate Vice President for final approval and submission to Board. Fee requests should be submitted prior to the 5th of the month to be considered for Board agenda. Board determinations will be routed from submitting Vice President Office to Bursar to requesting dean. Departments are responsible for any necessary fee entries in Banner at course section level. Bursar Office forwards approvals to curriculum coordinator for Banner catalog input.

**Texas Education Code (TEC) Citations for assessing fees:**

TEC, Subchapter E.54.501: *Laboratory Fees...shall not be more the \$24 per semester credit hour of laboratory course credit...*

TEC, Subchapter B.54.051(l): *Courses in art, architecture, drama, speech, or music where individual coaching or instruction is the usual method of instruction...* TEC, Subchapter E. 54.504: *Incidental Fees...reasonably reflect actual cost to the university of the materials or services for which the fee is collected.*

TEC, Chapter 130.084(b): *Fees necessary for efficient operation of the college...*