

**The University of Texas at San Antonio
Tuition & Fee Proposal Planning & Timeline
2008 - 2010**

Timeline / Date	Process / Action	Responsible Party
JULY 13	Discuss Requirements, Process, Issues and Data Needs / Responsibilities / Strategies	VPBA, Provost, VPSA, AVPFA
JULY 23	Attend UT System Tuition Work Group Meeting in Austin	VPBA, Provost, VPSA
JULY 23 – AUGUST 8	➤ Draft Fee Request / Rate Change Format & Cost Analysis templates	VPBA, Provost, VPSA, AVPFA
AUGUST 9	Letter to campus with guidelines and requirements for proposing fee rate increases to existing mandatory fees; fee rate changes to existing incidental fees and parameters under which new incidental fees will be considered, sent with Templates/Forms. Begin Proposal Draft #1.	VPBA
AUGUST 15 – SEPTEMBER 14	<ul style="list-style-type: none"> ➤ Design Communication Plan / Post above to Website; ➤ Determine parameters and assignments to address: <ol style="list-style-type: none"> 1. Responsiveness to System's requirements; 2. Approach for consultative process; 3. Communication methods to demonstrate openness and transparency. 4. Format, structure, appointments and responsibilities of fee committees. 5. Meeting agendas and desired outcomes. 6. Schedule tentative meeting dates and locations. ➤ Evaluate Fee Activity, Balances and related data to determine tuition & fee strategy (-ies) 	VPBA, Provost, VPSA, AVPFA
AUGUST 15 – SEPTEMBER 14	Area administrators determine which fees require increases in accordance with parameters / strategies, and complete forms (prior to meeting with fee committees)	Fee Area Administrators / VPs / Deans
SEPTEMBER 15	Forms are submitted to VPs from fee area administrators/ Deans for consideration to forward on to VPBA by September 21 - <i>forms received after this date will not be considered.</i>	Provost / VP
SEPTEMBER 21 -28	VPBA will evaluate cost proposals/justifications and make recommendation of those fees that meet system proposal parameters – meetings with VPs to discuss outcomes and get agreement on how we should proceed. Meet with VPs and finalize list of recommended fee rate increases; notify affected committees to confirm meeting attendance and dates. Proposal Draft #2.	VPBA, Provost, VPSA
OCTOBER 1-10	Committees with VP-endorsed fee increases will be convened to review proposals to change fee rates; results / meeting proceedings are compiled and forwarded to AVP-Financial Affairs by October 11 th .	Fee Committee Hearings
OCTOBER 11 – OCTOBER 18	Evaluate results of above hearings/Proposal Draft #3/ Plan for Student Fee Committee Presentation	AVP-FA / Team
OCTOBER 19 - NOVEMBER 9	Host Student Fee Committee Meeting & Related Informational Meetings as required	AVP-FA/ Team
NOVEMBER 26 – 28	Complete Final Draft Proposal and present to CMO	VPBA / AVP-FA
DECEMBER 1	Draft Due to UT System / EVCAA	VPBA / AVP-FA
DECEMBER 5 – 21	Rework Proposal as required – Present Final to CMO	As required
JANUARY 10, 2008	Final Proposal due to EVCAA	
MARCH 2008	Board of Regents Meeting for proposal approval	