

Midwestern State University
Instructional Enhancement Fees

Instructional Enhancement Fees can be used for anything associated with instruction. Technically, faculty and adjunct salaries could be paid from this source, but if possible, we would prefer them to be paid from state funds in order to have the state help pay benefits.

The following guidelines should be followed for the expenditure of instructional Enhancement Fees.

1. Consumable supplies - all materials taken by or used by the student in the classroom or lab. Materials include paper and copying charges for syllabi, tests, class packets, diskettes, wood, clay, etc. Also includes teaching aids such as videotapes, slides, transparencies, training manuals, presentation media, etc. A proportionate share of copier rental and supplies is also eligible to the extent that copies are distributed to students.
2. Equipment and furniture purchases - items that relate directly to student participation in the classroom or lab. Examples are computers and software, recording equipment, microscopes, etc. Costs for desks, chairs, and furnishings in the classroom are eligible.
3. Service contracts for maintenance of instructional equipment.
4. Professional fees and expenses for visiting (guest) lecturers provided that the visiting lecturer addresses a course in which MSU students earn semester credit hours. (Includes only costs associated with courses, not other activities of the visitor such as open symposiums or presentations to faculty.) A visiting (guest) lecturer is defined as a person who makes a short (generally one-time) presentation to the students in a classroom.
5. Wages for the employment of students and others for the preparation or distribution of classroom materials or to assist students in the instructional process. Examples include payment of graders, tutors, assistants for the preparation or distribution of classroom materials, lab assistants, and models. It is recommended that individuals be hired on a semester basis and must be less than 50% FTE.
6. Salaries for teaching assistants (TA) and graduate assistants (GA), to the extent that they directly support the Instructional program. Eligible duties for the TA/GA paid from the Instructional Enhancement Fees include holding or moderating class discussion or study groups and/or proctoring.

- 7) Reference materials are eligible costs if they are available in the classroom, in a central departmental library for students' use as a part of the instructional program, used by the faculty for the preparation of instruction, or used to make copies for distribution to students.
- 8) Travel - student travel expense when presenting at conferences or on field trips; travel expense for the supervision of students enrolled in practica or internships at field-based training facilities; travel expense for the supervision of student field trips when part of a course in which students earn semester credit hours; travel expense of faculty to teach at a location other than their assigned location.
- 9) Professional development for faculty related to the improvement of or maintenance of licensure/certification required by programmatic accrediting agencies to qualify the faculty member to teach in his/her discipline. This includes registration, travel expenses, and accommodations for discipline specific meetings, workshops, clinics, etc.
- 10) Computers and other related equipment located outside the classroom and their related maintenance. A faculty member's computer contributes directly and frequently to the preparation of course materials as well as serving as storage for grades, electronic instruction, and interaction with the web to manage courses.
- 11) Department or program accreditation expenses for mandatory accreditation that represents peer-review for quality of instruction, compliance with state or national professional requirements, AND is required for graduates to sit for licensure/certification exams.

The following are examples of expenditures that should **not** be charged to Instructional Enhancement Fees.

1. Travel expenses for the purposes of professional development, recruitment of students, or any other purpose except for those listed in numbers 8 and 9 above.
2. Scholarships to any student.
3. Accreditation expenses (except those listed in number 11 above).
4. Student insurance.
5. Refreshments or entertainment.
6. Telephone charges (base costs and long distance).

Fees are charged by course and expended (as designated funds) by department. Instructional Enhancement Fees may not be transferred from one college to another. Fund balances may be carried forward from one fiscal year to another; however, if balances continue to increase, it may be necessary to lower the fee charged. Instructional Enhancement Fees are subject to audit at any time.