

## **Board of Trustees Agenda Item**

**Board Meeting Date:** May 7, 2012

**Title of Item:**

**Approval of Foothill College's 2012-13 Instructional Materials and Use Fees**

**Background and Analysis:**

Education Code section 76365 and Title 5 regulations (59400-59408) allow districts to require students to provide various types of instructional materials. Districts may sell such materials to students who wish to purchase the required materials from the district.

There are limitations on charging a required "instructional materials fee." Current law provides that students can only be required to provide materials, which are of continuing value to the student outside of the classroom setting.

The State Chancellor's Office has determined that such materials include, but are not limited to textbooks, tools, equipment, clothing, and those materials which are necessary for a student's vocational training and employment.

The regulations further provide that "instructional and other materials" means tangible personal property that is owned or primarily controlled by the student and has been expanded to include electronic data that the student may access during the class and store for personal use after the class in a manner comparable to the use available during the class.

**Recommendation:**

President Miner recommends approval of the 2012-13 Instructional Materials and Use Fees.

Submitted by:	Judy Miner, x7200
Additional contact names:	Shirley Treanor, x7364
Is backup provided?	Yes

**2012-13 COURSE MATERIALS FEES**

4/12/12

Div	COURSE ID	COURSE TITLE	Fund	Org	Revenue Program	Expense/T OPS Program	FEE ACCT. CODE	FEE SUB-ACCT. CODE	COURSE MAT'L FEE	Items Purchased
BH	D A 051A	INTRODUCTION TO CHAIR SIDE DENTAL ASSISTING	114010	141041	900000	124010	114010	3249	\$ 25.00	Course manuals, student dental kit
BH	D A 051B	INTERMEDIATE CLINICAL DENTAL ASSISTING	114010	141041	900000	124010	114010	3249	\$ 25.00	Course manuals, student dental kit
BH	D A 051C	ADVANCED DENTAL ASSISTING SKILLS	114010	141041	900000	124010	114010	3249	\$ 25.00	Course manuals, student dental kit
BH	D A 053A	INTRODUCTION TO RADIOGRAPHY	114010	141041	900000	124010	114010	3249	\$ 25.00	Course manuals, student x-ray kit
BH	D A 053B	DENTAL RADIOGRAPHY	114010	141041	900000	124010	114010	3249	\$ 25.00	Course manuals, student x-ray kit
BH	D A 053C	DENTAL RADIOGRAPHY	114010	141041	900000	124010	114010	3249	\$ 25.00	Course manuals, student x-ray kit
BH	D A 073	DENTAL ASSISTING SUPERVISED CLINIC	114010	141041	900000	124010	114010	3249	\$ 25.00	course manual, oral health supplies
BH	D H 073	DENTAL HEALTH EDUCATION	114010	141051	900000	124020	114010	3221	\$ 25.00	for student kits
BH	EMT 303	EMERGENCY MEDICAL TECHNICIAN: BASIC CONTINUING EDUCATION	114010	141071	900000	125000	114010	3227	\$ 10.00	course manual, oral health supplies
BH	EMT 304	EMERGENCY MEDICAL TECHNICIAN: BASIC PART A	114010	141071	900000	125000	114010	3227	\$ 68.00	for student kits
BH	EMT 305	EMERGENCY MEDICAL TECHNICIAN: BASIC PART B	114010	141071	900000	125000	114010	3227	\$ 15.00	goggles, penlights
										polo shirt uniforms, name tags,
										goggles, stethoscopes, penlights,
										fanny pack, shears
										BP cuffs
										Lab manual, uniforms, uniform
										patches, scrubs, EMS fanny pack,
										goggles, penlight, trauma shears,
										student policy handbook, TB fit
										masks, broselow tape, ear
										protection, safety vests, PALS
BH	EMTP 060A	MOBILE INTENSIVE CARE PARAMEDIC PROGRAM: COGNITIVE & AFFECTIVE IA	114010	141081	900000	125000	114010	3214	\$ 260.00	course guide
BH	EMTP 061A	MOBILE INTENSIVE CARE PARAMEDIC PROGRAM: COGNITIVE & AFFECTIVE IIA	114010	141081	900000	125000	114010	3214	\$ 24.00	ED Handbook, swabs, EKG patches,
BH	EMTP063A	MOBILE INTENSIVE CARE PARAMEDIC PROGRAM: HOSPITAL SPECIALTY ROTATIONS	114010	141081	900000	125000	114010	3214	\$ 3.00	gloves, bandages
BH	EMTP064A	MOBILE INTENSIVE CARE PARAMEDIC PROGRAM: AMBULANCE FIELD INTERNSHIP	114010	141081	900000	125000	114010	3214	\$ 25.00	Specialty Rotation handbook
BH	HLTH055	EMERGENCY RESPONSE	114010	141101	900000	040100	114010	3228	\$ 10.00	internship handbook/eval forms,
										uniform pin/oath
										bandages, gloves, CPR protection
										mask, Res-Cue Mask keychain
										oral syringes, amber bottles, lab
										manual, personal protective wear,
BH	PHT 052A	INPATIENT DISPENSING	114010	141111	900000	122100	114010	3229	\$ 15.00	lab manual
BH	PHT 056A	DISPENSING & COMPOUNDING A	114010	141111	900000	122100	114010	3229	\$ 12.00	Lab Manual, labels, jars, amber
										bottles
										name tag, Student Handbook &
BH	PHT 060A	RETAIL CLINICAL I	114010	141111	900000	122100	114010	3229	\$ 13.00	Policy Manual
BH	PHT061	HOME HEALTHCARE SUPPLIES	114010	141111	900000	122100	114010	3229	\$ 5.00	Lab Manual, testing supplies
BH	R T 050	ORIENTATION TO RADIATION SCIENCE TECHNOLOGIES	114010	141141	900000	122500	114010	3219	\$ 10.00	Program Manuals
BH	R T 051A	FUNDAMENTALS OF RADIOLOGIC TECHNOLOGY I	114010	141141	900000	122500	114010	3219	\$ 5.00	Course Manual
BH	R T 051B	FUNDAMENTALS OF RADIOLOGIC TECHNOLOGY II	114010	141141	900000	122500	114010	3219	\$ 5.00	Course Manual
BH	R T 051C	FUNDAMENTALS OF RADIOLOGIC TECHNOLOGY III	114010	141141	900000	122500	114010	3219	\$ 5.00	Course Manual

**2012-13 COURSE MATERIALS FEES**

4/12/12

Div	COURSE ID	COURSE TITLE	Fund	Org	Revenue Program	Expense/T OPS Program	FEE ACCT. CODE	FEE SUB-ACCT. CODE	COURSE MAT'L FEE	Items Purchased
BH	R T 052A	PRINCIPLES OF RADIOLOGIC TECHNOLOGY I	114010	141141	900000	122500	114010	3219	\$ 5.00	Course Manual
BH	R T 052B	PRINCIPLES OF RADIOLOGIC TECHNOLOGY II	114010	141141	900000	122500	114010	3219	\$ 5.00	Course Manual
BH	R T 052C	PRINCIPLES OF RADIOLOGIC TECHNOLOGY III	114010	141141	900000	122500	114010	3219	\$ 5.00	Course Manual
BH	R T 052D	DIGITAL IMAGE ACQUISITION & DISPLAY	114010	141141	900000	122500	114010	3219	\$ 5.00	Course Manual
BH	R T 053	ORIENTATION TO RADIOLOGIC TECHNOLOGY	114010	141141	900000	122500	114010	3219	\$ 5.00	Course Manual
BH	R T 054A	BASIC PATIENT CARE FOR IMAGING TECHNOLOGY	114010	141141	900000	122500	114010	3219	\$ 5.00	Course Manual
BH	R T 054B	LAW & ETHICS IN MEDICAL IMAGING	114010	141141	900000	122500	114010	3219	\$ 5.00	Course Manual
BH	R T 054C	RADIOGRAPHIC PATHOLOGY	114010	141141	900000	122500	114010	3219	\$ 5.00	Course Manual
BH	R T 53AL	APPLIED RADIOGRAPHIC TECHNOLOGY LABORATORY I	114010	141141	900000	122500	114010	3219	\$ 5.00	Hard copies of x-ray images
BH	R T 53BL	APPLIED RADIOGRAPHIC TECHNOLOGY LABORATORY II	114010	141141	900000	122500	114010	3219	\$ 5.00	Hard copies of x-ray images
BH	R T 53CL	APPLIED RADIOGRAPHIC TECHNOLOGY LABORATORY III	114010	141141	900000	122500	114010	3219	\$ 5.00	Hard copies of x-ray images
BH	R T 062A	ADVANCED MODALITIES IN IMAGING	114010	141141	900000	122500	114010	3219	\$ 5.00	Course Manual
BH	R T 062B	SPECIAL PROCEDURES & EQUIPMENT	114010	141141	900000	122500	114010	3219	\$ 5.00	Course Manual
BH	R T 062C	PROFESSIONAL DEVELOPMENT IN RADIOLOGY	114010	141141	900000	122500	114010	3219	\$ 3.50	Course Manual Course Manual and Hesi exam <a href="http://elsevieradvantage.com/assessment/assessmentRadiography-5.html">http://elsevieradvantage.com/assessment/assessmentRadiography-5.html</a>
BH	R T 063	ADVANCED RADIOGRAPHIC PRINCIPLES	114010	141141	900000	122500	114010	3219	\$ 50.00	5.html
BH	R T 064	FLUOROSCOPY	114010	141141	900000	122500	114010	3219	\$ 15.00	Course Manual
BH	R T 065	MAMMOGRAPHY	114010	141141	900000	122500	114010	3219	\$ 10.00	Course Manual Course Manual, venipuncture supplies
BH	R T 072	VENIPUNCTURE	114010	141141	900000	122500	114010	3219	\$ 25.00	supplies
BH	RSPT050A	RESPIRATORY THERAPY PROCEDURES	114010	141151	900000	121000	141466	3216	\$ 60.00	DataArc individual license
BH	RSPT050B	INTRODUCTION TO PROCEDURES & HOSPITAL ORIENTATION	114010	141151	900000	121000	141466	3216	\$ 6.00	Lab Manual
BH	RSPT050C	THERAPEUTICS & INTRODUCTION TO MECHANICAL VENTILATION	114010	141151	900000	121000	141466	3216	\$ 10.00	Lab Manual, bacteria filter and IPPB circuit
BH	RSPT051A	INTRODUCTION TO RESPIRATORY ANATOMY & PHYSIOLOGY	114010	141151	900000	121000	114010	3216	\$ 2.00	Class Manual
BH	RSPT051B	RESPIRATORY PHYSIOLOGY	114010	141151	900000	121000	114010	3216	\$ 2.00	Class Manual
BH	RSPT051C	PATIENT ASSESSMENT & PULMONARY DISEASE	114010	141151	900000	121000	114010	3216	\$ 6.00	Lab Manual
BH	RSPT053A	INTRODUCTION TO RESPIRATORY THERAPY PHARMACOLOGY	114010	141151	900000	121000	114010	3216	\$ 2.00	Class Manual
BH	RSPT054	ORIENTATION TO RESPIRATORY CARE	114010	141151	900000	121000	114010	3216	\$ 3.00	Student Handbook
BH	RSPT060B	ADVANCED CARDIAC LIFE SUPPORT	114010	141151	900000	121000	114010	3216	\$ 1.00	Class Manual
BH	RSPT060C	PULMONARY DIAGNOSTICS	114010	141151	900000	121000	114010	3216	\$ 5.00	Class Manual Course, Lab Manual and individual ventilator tubing for student
BH	RSPT061A	ADULT MECHANICAL VENTILATION	114010	141151	900000	121000	114010	3216	\$ 4.00	Neonatal ventilator circuit
BH	RSPT061B	NEONATAL & PEDIATRIC INTENSIVE CARE	114010	141151	900000	121000	114010	3216	\$ 15.00	Course and Lab Manual
BH	RSPT061C	HOME & REHABILITATIVE RESPIRATORY CARE	114010	141151	900000	121000	114010	3216	\$ 2.00	Class Manual
BH	RSPT061D	PEDIATRIC RESPIRATORY CARE	114010	141151	900000	121000	114010	3216	\$ 1.00	Class Manual
BH	RSPT063A	ADVANCED PATHOPHYSIOLOGY & PATIENT MANAGEMENT	114010	141151	900000	121000	114010	3216	\$ 2.00	Class Manual

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BH	RSPT200L	INTRODUCTION TO RESPIRATORY THERAPY	114010	141151	900000	121000	141466	3216	\$ 5.00	Nebulizer, bacteria/virus filter
BH	V T 055	ANIMAL MANAGEMENT & CLINICAL SKILLS I	114010	141161	900000	010210	114010	3220	\$ 10.00	Course and Lab Manual
BH	V T 056	ANIMAL MANAGEMENT & CLINICAL SKILLS II	114010	141161	900000	010210	114010	3220	\$ 10.00	Course and Lab Manual
BH	V T 070	FUNDAMENTALS OF VETERINARY DIAGNOSTIC IMAGING	114010	141161	900000	010210	114010	3220	\$ 10.00	Course and Lab Manual
BH	V T 081	CLINICAL PATHOLOGY METHODS	114010	141161	900000	010210	114010	3220	\$ 10.00	Course and Lab Manual
BH	V T 084	ANESTHESIOLOGY FOR TECHNICIANS	114010	141161	900000	010210	114010	3220	\$ 10.00	Course Manual
BH	V T 085	VETERINARY EMERGENCY & CRITICAL CARE	114010	141161	900000	010210	114010	3220	\$ 10.00	Course and Lab Manual
BH	V T 095	VETERINARY TECHNICIAN PROFICIENCY	114010	141161	900000	010210	114010	3220	\$ 10.00	Course Manual
FA	ART 030	PAPER ARTS I	114010	143041	900000	103000	141614	3212	\$ 50.00	Fine art paper, inks, brushes, frames and framing materials.
FA	ART 035X	SPECIAL PROBLEMS IN ART \$20. Ceramics	114010	143012	900000	100230	141611	3210	\$ 20.00	Potter's Clay
FA	ART 037	ETCHING & INTAGLIO PRINTING	114010	143041	900000	103000	141614	3212	\$ 40.00	copper plates, ink fine art paper(s), inks
FA	ART 038	RELIEF PRINTING	114010	143041	900000	103000	141614	3212	\$ 30.00	Wood blocks, Linoleum Blocks, Collograph blocks and plates, fine art paper(s), inks.
FA	ART 039	SCREEN-PRINTING	114010	143041	900000	103000	141614	3212	\$ 50.00	Screens, Stencils, Fine Art Paper(s) inks, frames, framing supplies
FA	ART 044	CERAMIC SCULPTURE	114010	143012	900000	100230	141611	3210	\$ 20.00	(glass, mounting materials, etc.)
FA	ART 045A	BEGINNING CERAMICS HAND BUILDING	114010	143012	900000	100230	141611	3210	\$ 20.00	Potter's Clay
FA	ART 045B	BEGINNING CERAMICS POTTERS WHEEL	114010	143012	900000	100230	141611	3210	\$ 20.00	Potter's Clay
FA	ART 045C	ADVANCED CERAMICS	114010	143012	900000	100230	141611	3210	\$ 20.00	Potter's Clay
FA	ART 045F	LOW-TEMPERATURE CERAMIC FIRING & GLAZING	114010	143012	900000	100230	141611	3210	\$ 20.00	Potter's Clay
FA	ART 046B	POTTERY WHEEL II	114010	143012	900000	100230	141611	3210	\$ 20.00	Potter's Clay
FA	ART 049	MONOPRINTING	114010	143041	900000	103000	141614	3212	\$ 30.00	Stencils, Fine Art Paper(s) inks, frames, framing supplies (glass, mounting materials, etc.)
FA	ART 069	PRINT ARTS I	114010	143041	900000	103000	141614	3212	\$ 50.00	Copper plates, ink, fine art paper(s), inks, Wood blocks, Linoleum Blocks, Collograph blocks and plates, Screens, Stencils.
FA	ART 096	BOOK ARTS I	114010	143041	900000	103000	141614	3212	\$ 40.00	Bookbinding materials (slab, accordion, concertina, and signature sewing binding)
FA	GID 030	PAPER ARTS I Note: Incorrect account s/b 141614	114010	143041	900000	103000	141614	3210	\$ 50.00	Fine art paper, inks, brushes, frames and framing materials.
FA	GID 032	T-SHIRT DESIGN & GARMENT PRINTING	114010	143041	900000	103000	141614	3212	\$ 50.00	emulsion, screens, tape, inks, t shirts.
FA	GID 038	PRINT ARTS I	114010	143041	900000	103000	141614	3212	\$ 50.00	Copper plates, ink, fine art paper(s), inks, Wood blocks, Linoleum Blocks, Collograph blocks and plates, Screens, Stencils.

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FA	GID 039	PRINT ARTS II	114010	143041	900000	103000	141614	3212	\$ 50.00	Copper plates, ink, fine art paper(s), inks, Wood blocks, Linoleum Blocks, Collograph blocks and plates, Screens, Stencils.
FA	GID 040	DIGITAL PRINTMAKING	114010	143041	900000	103000	141614	3212	\$ 20.00	Fine art paper(for printing digital files - large format), inks.
FA	GID 042	ETCHING & INTAGLIO PRINTING	114010	143041	900000	103000	141614	3212	\$ 40.00	copper plates, ink fine art paper(s), inks
FA	GID 044	RELIEF PRINTING	114010	143041	900000	103000	141614	3212	\$ 30.00	Wood blocks, Linoleum Blocks, Collograph blocks and plates, fine art paper(s), inks.
FA	GID 046	SCREEN-PRINTING	114010	143041	900000	103000	141614	3212	\$ 50.00	Screens, Stencils, Fine Art Paper(s) inks, frames, framing supplies (glass, mounting materials, etc.)
FA	GID048	MONOPRINTING	114010	143041	900000	103000	141614	3212	\$ 30.00	Stencils, Fine Art Paper(s) inks, frames, framing supplies (glass, mounting materials, etc.)
FA	GID 090	BOOK ARTS I	114010	143041	900000	103000	141614	3212	\$ 40.00	Bookbinding materials (slab, accordion, concertina, and signature sewing binding)
FA	GID 091	BOOK ARTS II	114010	143041	900000	103000	141614	3212	\$ 10.00	Bookbinding materials (slab, accordion, concertina, and signature sewing binding)
FA	GID 092	LETTERPRESS PRINTING	114010	143041	900000	103000	141614	3212	\$ 50.00	Relief plates and photopolymer plates, inks, frames, framing supplies (glass, mounting materials, etc.)
FA	GID 093	LETTERPRESS PROJECTS	114010	143041	900000	103000	141614	3212	\$ 50.00	Relief plates and photopolymer plates, inks, frames, framing supplies (glass, mounting materials, etc.)
FA	PHOT001	BLACK & WHITE PHOTOGRAPHY I	114010	143081	900000	101100	141638	3203	\$ 2.00	Traditional photo paper (darkroom paper), mounting supplies (corners, etc.)
FA	PHOT002	BLACK & WHITE PHOTOGRAPHY II	114010	143081	900000	101100	141638	3203	\$ 2.00	Traditional photo paper (darkroom paper), mounting supplies (corners, etc.)
FA	PHOT005	INTRODUCTION TO PHOTOGRAPHY	114010	143081	900000	101100	141638	3203	\$ 2.00	Traditional photo paper (darkroom paper), mounting supplies (corners, etc.)
FA	PHOT013	EXPERIMENTAL PHOTOGRAPHY	114010	143081	900000	101100	141638	3203	\$ 2.00	Traditional photo paper (darkroom paper), mounting supplies (corners, etc.)
FA	PHOTO55	SPECIAL PROJECTS IN PHOTOGRAPHY	114010	143081	900000	101100	141638	3203	\$ 2.00	Traditional photo paper (darkroom paper), mounting supplies (corners, etc.)

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FA	PHOT065A	DIGITAL PHOTOGRAPHY I	114010	143081	900000	101100	141638	3203	\$ 2.00	Photo paper for printing, mounting supplies (corners, etc.)
FA	PHOT065B	DIGITAL PHOTOGRAPHY II	114010	143081	900000	101100	141638	3203	\$ 2.00	Photo paper for printing, mounting supplies (corners, etc.)
FA	PHOT065C	DIGITAL PHOTOGRAPHY III	114010	143081	900000	101100	141638	3203	\$ 2.00	Photo paper for printing, mounting supplies (corners, etc.)
FA	PHOT070	INTRODUCTION TO COLOR PHOTOGRAPHY	114010	143081	900000	101100	141638	3203	\$ 2.00	Traditional photo paper (darkroom paper), mounting supplies (corners, etc.)
FA	PHOT150	PHOTOGRAPHY PRODUCTION LABORATORY	114010	143081	900000	101100	141638	3203	\$ 1.00	Traditional photo paper (darkroom paper), mounting supplies (corners, etc.)
FA	PHOT180	PHOTOGRAPHIC PRACTICES	114010	143081	900000	101100	141638	3203	\$ 1.00	Traditional photo paper (darkroom paper), mounting supplies (corners, etc.)
FA	PHOT180X	PHOTOGRAPHIC PRACTICES	114010	143081	900000	101100	141638	3203	\$ 1.00	Traditional photo paper (darkroom paper), mounting supplies (corners, etc.)
FA	PHOT180Y	PHOTOGRAPHIC PRACTICES	114010	143081	900000	101100	141638	3203	\$ 1.00	Traditional photo paper (darkroom paper), mounting supplies (corners, etc.)
FA	PHOT180Z	PHOTOGRAPHIC PRACTICES	114010	143081	900000	101100	141638	3203	\$ 1.00	Traditional photo paper (darkroom paper), mounting supplies (corners, etc.)
FA	THTR027	LIGHTING DESIGN & TECHNOLOGY	114010	143101	900000	100700	141617	3237	\$ 10.00	Lighting templates, tools (wrenches), drafting templates and sample color booklets
FA	THTR038	MOVEMENT PRACTICUM FOR THE ACTOR	114010	143101	900000	100700	141617	3237	\$ 5.00	Mask Supplies
FA	THTR040A	BASIC THEATRICAL MAKE-UP	114010	143101	900000	100700	141617	3237	\$ 15.00	Plaster casts & prosthetics, makeup and makeup tools (brushes, etc.)
FA	THTR040B	THEATRICAL MAKE-UP FOR PRODUCTION	114010	143101	900000	100700	141617	3237	\$ 15.00	Plaster casts & prosthetics, makeup and makeup tools (brushes, etc.)
FA	THTR042	INTRODUCTION TO SCENE DESIGN	114010	143101	900000	100700	141617	3237	\$ 5.00	Model making materials (foam core, balsa wood, etc.)
GU	CRLP070	SELF-ASSESSMENT	114010	134013	900000	493010	141227	3233	\$ 30.00	Books and support materials; MBTI-M test administrations for Career Report and Strong and Skills reports and profile, \$5 fee per test