



UNIVERSITY OF SOUTH ALABAMA

MEMORANDUM

Academic Affairs

DATE: August 10, 2021

TO: *Andre Green (Chair)*
Mike Mitchell
Elizabeth Adams
Rick Schaffer
Kimberly Jordan (FS)
Harold Pardue

FROM: Andrea M. Kent, Ph.D.
Interim Provost and Senior Vice President of Academic Affairs

A handwritten signature in black ink that reads 'AKent'.

SUBJECT: Course Fee Review Committee 2021-22

This will serve as your appointment to the Course Fee Review Committee for the 2021-22 academic year. Dr. Andre Green will serve as Chair and will notify you of meetings.

The charge of this committee is to review proposals from departments to assess fees on particular courses. The committee will advise the President on whether to approve, deny or modify requested fees. The committee will also oversee reviews of departmental expenditures of course fee revenues to ensure that such fees are used for their intended purpose.

Thank you for your willingness to serve on the very important committee. If you are unable to serve, please notify me as soon as possible.

AMK:rmh