

# **Student Technology Fee Colleges/Schools and Campus Advisory Committees Implementation Plan**

November 30, 2004

This document contains the recommendations for the student advisory structure for expending funds collected from the student technology fee (STF). Student input is critical in the allocation process of student technology fee funds. All proposals for expenditures of student fees must have student input prior to approval.

## **College/School Student Technology Fee Allocation Process**

Each College/School is to have student input into the allocation of STF funds that come to the College/School. A College/School can satisfy this requirement by adding undergraduate students and graduate students to an existing committee that does the allocation or by creating a Student Technology Fee Advisory Committee (STFAC) with significant undergraduate and graduate student input. The structure and representation for student input may be different depending on the needs of the individual College or School. Each Dean is responsible for coordinating the STFAC for his or her College/School.

Colleges/Schools will utilize STF funds for projects that address the need for:

1. College/School-specific computing labs, or
2. An enhanced technology environment for students.

Each College/School is responsible for providing specific information about the process used to obtain student input, the students involved in the STF allocation process, the projects funded, the funding amounts and the results obtained from these investments in an annual report to the Campus Student Technology Fee Advisory Committee, which is described in the next section.

## **Campus Student Technology Fee Advisory Committee (CSTFAC)**

The Campus STFAC (CSTFAC) is composed of both graduate and undergraduate students from across campus and is organized by the Office of Information Technology (OIT). The Vice President/Chief Information Officer is responsible for coordinating the CSTFAC.

The purposes of the CSTFAC are to

1. provide recommendations to the Vice President/Chief Information Officer and the Committee for the Review of Student Fees on the allocation of the campus-wide funds from the student technology fee,
2. look for opportunities to maximize the campus-wide impact of all student technology fee expenditures,

3. account for how student technology fee funds collected in FY03-04 and FY04-05 have been spent,
4. review student technology fee expenditures by each College/School, and
5. review annual STF reports from each College/School that includes descriptions of projects funded, funding amount, impact expected on students and a description of the process used to allocate the STF funds.

Once each College/School receives its apportionment of student technology fee funds, the CSTFAC is responsible for allocating the remaining student technology fee funds, based on proposals that provide enhancements to the campus-wide student technology environment, particularly from non-academic units.

#### Membership:

The voting members of the CSTFAC are thirteen students, one from each College/School. Deans are charged with selecting their respective College's/School's students and work to achieve a balance of commuter students, residential students, and graduate students (including those with a GA, RA or TA). The CSTFAC should have no less than four graduate students.

CSTFAC members serve two-year terms that are staggered to ensure continuity. In the first year, six students are to be selected to serve a one-year term, and seven are to be selected to serve a two-year term. The VP/Chief Information Officer will be responsible for maintaining the above breakdown.

The following people will serve as ex-officio, non-voting members:

- Student Government Association (SGA) President or designee,
- Graduate Student Government (GSG) President or designee,
- Senior Vice President of Academic Affairs and Provost or designee,
- Vice President/Chief Information Officer or designee, and
- Vice President for Administrative Affairs or designee

Creation of more formal bylaws or rules for governing the CSTFAC's meetings and operations is one of its initial tasks. In addition, the CSTFAC will elect a chair and vice-chair at its first meeting. The vice-chair serves as chair in the following year. A two-thirds-majority vote of members attending the meeting is needed to approve a specific funding proposal.

There may also be a number of groups with interest in the CSTFAC, which could establish liaison roles within their own organizations as a means of communicating among existing advisory groups or organizations. Examples include the Teaching Facilities Committee and the Library Council.

A summary of the organizational structure for administering and monitoring student technology fee expenditures and projects is provided in Appendix A.

### Proposal Process:

A major initial task for the CSTFAC is to establish a process for soliciting and reviewing proposals for use of the student technology fee.

In general, the following steps and corresponding deadlines must be accommodated:

- Post RFP and deadline.
- Establish due date for academic project proposals.
- Develop some process or resource for ensuring feasibility of proposal.
- Review and rank proposals.
- Make recommendations to the Senior Vice President for Academic Affairs and Provost, and the Vice President/Chief Information Officer.
- Distribute student technology fee project list to the campus community and the Committee for the Review of Student Fees.

Eligible projects for funding include, but are not limited to, the following areas:

1. Improvements to student access to University networks and University services from both on- and off- campus. The installation and operation of a University-wide wireless network to be made available to all students, including University email services and Internet access; will be part of this plan. Revenue is also used to improve both wired and wireless network performance University-wide. This should result in improved bandwidth to student residence hall rooms and other University facilities that must now be limited by overall network performance. In addition, improved off-campus access to University networks and services by commuter students are to be addressed.
2. Other areas of need as identified in campus-wide undergraduate and graduate student surveys.
3. Campus-wide licensing of common software packages that are made available to students.
4. Music downloading services for students.

Proposals should be submitted for one-time funding. Virtually, all technology proposals will have some long-term implications (maintenance, repair, replacement, etc.); therefore, all proposals requesting one-time funding should describe how on-going costs will be addressed by the proposing unit.

### Communications and Reporting:

It is expected that there will be interest from both the administration and the student community in knowing how the student technology fee is being used, and how it has been used since the student technology fee's inception. Therefore, reporting and accounting for expenditures should be posted regularly on a web site established for the CSTFAC. The CSTFAC should compile and forward periodic reports to the Senior Vice President of Academic Affairs and Provost, the Vice President/Chief Information Officer, the IT Council, the SGA, the GSG, and other

appropriate groups and stakeholders. Efforts are to be made to raise awareness and promote participation of the student body.

A web site should be created and maintained for the CSTFAC that provides current and accurate information about the group and its activities. Suggestions for content are:

- Mission/purpose and history of the committee.
- Meeting dates, times, locations, whether they are open to all and notes from previous meetings.
- Announcements, news, and proposal deadlines.
- Frequently asked questions.
- Feedback mechanism via e-mail for and/or a threaded discussion.
- Summary of proposal submission, evaluation, and selection process.

# APPENDIX A

## COMMITTEES FUNCTIONS

