



**STUDENT TECHNOLOGY
FEE COMMITTEE
INFORMATION PACKET**

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Technology Fee General Information

- **Technology Fee Revenue**

Each year, students pay a Technology Fee in addition to their tuition. In the spring of 2012, that fee was \$55.00.

In 2008 the Board of Regents updated their policies so that funds left over, or unspent, from the previous fiscal year can be used during the next fiscal year.

- **Technology Fee Calendar**

A typical funding cycle would follow the one listed below.

1. September/October – Committee meets to determine if a fee increase is needed, and sign BOR required forms.
2. October – Abstract Submissions
3. November/December – College Review and Prioritization of Abstracts
4. January – Approved Abstracts Submit Full Proposal
5. February – Committee Review of Proposals
6. March – Committee schedules any needed interviews and awards funds

Board of Regents Guidelines

Two Fundamental Principles

1. Student technology fee revenues should not be used to supplant current levels of technology expenditures. Institutions should provide evidence that overall institutional technology expenditures clearly reflect that expenditures based upon technology fee revenues are above and beyond normal levels.
2. The focuses of student technology fees should be on academic or instructional technology and distinctions should be drawn between expenditures for administrative applications or scientific and laboratory equipment, and academic or instructional technology. The fees should provide added value to the educational experiences of students. We defined this value to be oriented toward instructional and not oriented toward other services such as housing, registration, advising, record keeping, etc.

Guidelines

1. Technology fee revenues should be used primarily for the direct benefit of students to assist them in meeting the educational objectives of their academic programs. Access is important: access to productivity tools, discipline specific software packages, computers and printers, internal and extra databases, introductory and advance training, and access to networks.
2. Technology fee revenues should be used to assure that there are sufficient campus licenses for primary productivity tools such as those found in the Microsoft office products suites and for discipline specific software.
3. Technology fee revenues should be used for hardware and network related expenditures that include support of general-purpose or specific purpose laboratories used by students for both productivity and more discipline related activities. Provisions for adequate network bandwidth and access to the Internet and special purpose databases and specialized computing are vitally important in some disciplines and should be supported.
4. Technology fee revenues may be used for training of students and, to a lesser extent, faculty and staff.
5. Technology fee revenues may be used to leverage other funds where appropriate.

Board of Regents Guidelines (continued)

6. Technology fee revenues may be used, with caution, for new staffing that is either temporary or ongoing. Such expenditures should be directed at adding value to the educational experiences of students. However, under no circumstances should technology fee revenues be used to fund existing positions that would otherwise be cut from an operational budget, nor should they be used to fund general computing and network positions that have a significant administrative or research support component.
7. Lower priority uses of the technology fee revenue include development of software packages, acquisition of one-of-a-kind software or hardware products for faculty used in teaching, adaptive equipment for students with disabilities, and consumable supplies such as printer paper. In general, hardware and software for exclusive use by faculty in the office or home should not be purchased using student technology fee revenues.
8. In almost no cases should technology fee revenues be used for administrative uses (includes software or software implementation, such as all Banner, administrative hardware, research equipment, non-networkable specialized scientific equipment, space renovation, or other items or activities that do not have a direct and immediate impact upon students' instructional objectives).

UWG By-laws and Guidelines

Purpose

The purpose of the Technology Fee Committee (TFC) is to determine the allocation of expenditures for technology fees collected by the University of West Georgia each fiscal year according to BOR Policy.

Committee Makeup

1. The committee shall be made up of one faculty member from each of the Colleges and the School of Nursing, for a total of six faculty. BOR guidelines require the committee be made up of at least 50% students, and not less than 4 students. Students are appointed by the SGA and faculty/staff selected by the Dean of the College or School.
2. Faculty members serve on the Technology Fee Committee for three years, leaving at least two faculty members on the committee who have served previously. The year term is aligned with the academic year.
3. Each year the appropriate body selects the membership of the committee no later than September 1st.
4. It is up to the assigning body (SGA or the Dean) whether there shall be any guidelines regarding how the selections for their representation to the committee are determined. The committee shall elect a chairman at the first meeting of the new committee.
5. The committee shall be considered to be at a quorum when at least 50% of the attendees are students and the 4 student minimum guideline is met (see point 1).
6. Approval of any project requires at least the majority of students present to vote in favor, with all votes being recorded.

Role of Chief Information Officer (CIO)

- A. The Office of the CIO will assist in the scheduling of the tech fee committee meetings.
- B. The CIO will be responsible for monitoring the status and expenditures of approved projects by the TFC.
- C. The CIO shall be in contact with each project's contact/owner per item H below.
- D. The Office of the CIO shall notify each recipient in writing of the award as well as any specific items that have been approved by the committee.

UWG By-laws and Guidelines (continued)

Allocation Process

Each year the committee shall undertake the following:

- A. Meet early in the fall semester to determine if a fee increase is needed.
- B. Work with campus Budget Director to determine fiscal year estimated fee generation and set budget limit.
- C. Publish the Technology Fee Calendar for the current year no later than the last workday in September.
- D. Receive project proposals from campus community no later than the last week of October.
- E. Determine project conformity to BOR guidelines.
- F. Award project funding in whole or part based on project justification, need, and priority for department/college/division/program for the fiscal year beginning in July no later than the last workday in March.
- G. Ensure that grantees submit a final project report before funding of additional projects is granted.
- H. Review projects' status periodically with CIO to determine viability of the projects for current fiscal year. Reclaim funding for any project that has not made any significant progress toward completion if project contact/owner cannot reasonably justify lack of progress.
- I. Projects will be judged on their merit without any consideration of the proposing individual. Therefore, members of the Technology Fee Committee may submit proposals but may not vote on their own project. The Technology Fee Committee reserves the right to contact any individual during an allocation meeting if further insight is needed to best allocate funds.

Budgeting Process

1. Once awards have been made budget lines beginning with the code 16000 will be created in the recipients department/program area.
2. Budget amendments to transfer funds for individual projects will be completed and sent to the Budget Office within 4 weeks after the award has been made.
3. The department/program area in which houses the award will be responsible for the management of the funds. In the event where multiple projects are funded from the same department/program area all of the funds will be transferred into the one budget line. The head of the department/program area will be responsible for ensuring that the funds are spent as indicated in the original proposal.
4. A person designated by the technology fee committee will also be responsible for ensuring that funds are spent as indicated in the original proposal.
5. Any funds not spent by the end of the fiscal year will be reverted back to the technology fee fund and will be used as a part of the next year's allocation.

End of Project Report

1. One month after the end of the fiscal year the recipient of the student technology fee award will submit a brief report on the impact/outcomes of the proposed project.
2. The report shall include but not limited to the following items:
 - a. Original title and purpose of the project.
 - b. Party responsible for the project
 - c. How the money awarded was spent (items purchased, student assistants hired).
 - d. The impact the project had on student technology use at UWG.
 - e. Posted to tech fee website.
3. Proposals submitted by individuals who have not submitted end of project reports for previously funded projects will not be considered for funding.