



**STUDENT TECHNOLOGY FEE ADVISORY COMMITTEE
CHARTER
May 30, 2014**

Overall Roles and Responsibilities

The Student Technology Fee Advisory Committee serves as a University-wide advisory group chartered for the purpose of advancing information technology governance and providing coordination in the area of technology funding. The Committee will contribute to a transparent, open process at the University level for receiving and responding to requests for technology related funds. The principal roles of the Committee are to:

- Provide a broadly representative University-level advisory body for the allocation of STF funds to support compliance with BOR policy and advance institutional STF-related goals; and
- Serve as an advisory group for student-centric technology investment from non-STF sources.

While the Committee advises on IT expenditures beyond those made with STF funds, the focus of the Committee remains on projects of direct benefit to UGA students that are of an instructional nature (as opposed to administrative systems or research computing, for example). The related non-STF expenditures generally are made using funds allocated by or through the Office of the Vice President for Information Technology (VPIT).

The Committee is advisory to the VPIT.

Guiding Policy and Principles

In making recommendations for use of technology funds, the Committee will adhere to all applicable BOR policies and procedures. These include the *Board of Regents Business Procedures Manual*, "Section 24: Student Fees," and, in particular, the subsection on technology fees. In part, this subsection directs institutions to use STF funds to: 1) supplement and support normal levels of technology spending and 2) advance academic outcomes or instructional objectives for the primary benefit of students (see Appendix A).

The Committee will advance the vision and applicable goals defined by institutional technology planning. These are currently outlined in the "Long-term Information Technology Master Plan for the University of Georgia" (ITMP), particularly in "Strategic Direction 9" on STF expenditures. The Committee will work toward the vision for STF expressed in the plan, calling the fee to "support programs and context

necessary to support the highest levels of innovation and creativity for the direct benefit of students and their overall educational experience.” The Plan’s STF-related goals stress: 1) enhancement of teaching and learning through access to technology, technology support, and cultivation of digital literacy; 2) a broadly representative advisory process and transparency in STF allocation; 3) support for student-centered infrastructure and for teaching innovation through allocations to units; and 4) the ability for STF use to evolve along with academic and administrative support systems (see Appendix B).

Responsibilities

1. Develop mechanisms for annually reviewing the expenditure of Student Technology Fee funds across the University, by making recommendations to the VPIT.

The overall STF budget is developed by the VPIT in conjunction with the Offices of the Provost and Vice President for Finance and Administration. The budget is divided into five principal categories: 1) Colleges (via a formula based on credit hour production and enrollment); 2) Institutional software licenses (e.g., Microsoft, Element K, Lynda.com, and Oracle); 3) Institutional network infrastructure (e.g., wireless network and network bandwidth); 4) Student computing initiatives (e.g., labs, Web, and eLC); and 5) Allocations to other units (e.g., CTL, Student Affairs, Libraries, and other campuses).

The University requires each college or other unit (categories 1 and 5, above) allocated funds to provide a three-year plan, updated annually, describing the use and impact of STF funds.

It is the responsibility of the Committee to review the three-year plans of each college or unit and to communicate its advice, concerns, and other reactions to the VPIT. The recipient colleges and units will facilitate the review process by providing a representative to appear before the Committee at least once every three years to present the recipient’s plan, report on outcomes, and respond to questions and receive comments by members of the Committee. It is the responsibility of the Committee chair to develop a schedule of three-year plan reports to the Committee.

In addition to the Committee’s review, the VPIT also reviews the three-year plans annually to verify that each complies with BOR and University policy.

2. Develop processes for receiving, scrutinizing, and rank ordering requests for additional one-time funding from the VPIT. Produce and recommend, on a semi-annual basis, a prioritized list of projects for funding, whether from the Student Technology Fee or from other sources made available through the VPIT or University.

In addition to advising on multi-year STF expenditures, the Committee may also make recommendations for allocation of one-time funding for additional technology projects that advance innovation and that generate significant benefits for UGA students. To this end, the Committee is responsible for developing a priority-ranked contingency list of technology projects which the University may support with one-time funds should additional STF or other financial resources become available during the course of a given fiscal year.

The Committee generates the ranked contingency list from projects submitted by the colleges and other units. In developing the contingency list, the Committee will give priority to projects that promise broad-based impact among a diverse set of students, model collaboration among colleges and units, and/or propose important innovations in the area of student learning. In considering contingency list projects, the Committee will evaluate assessment data, including the University-wide data collected via Tech Qual+, which provide indicators of the needs and priorities of UGA students. As needed, the Committee may charge one or more sub-committees to assist in the projects review process.

The Committee will provide an updated list to the VPIT twice a year.

3. Provide feedback and support to the VPIT Assessment and Advisory Committee, for questions or other issues that should be assessed through the regular VPIT continuous improvement process and the Tech Qual+ survey.

The results of Tech Qual+ and other existing assessments will help the Committee to promote data-driven recommendations for technology spending. The Committee will receive periodic reports from the VPIT Assessment Committee, provide feedback, and foster communication with others who assess the use of information and instructional technology at UGA.

Membership

The membership of the Committee will include an appropriate and representative group comprised of academic leadership, faculty, technology leadership, and students. UGA students will comprise no less than 50% of the Committee's voting membership.

The STFAC includes membership drawn from the following areas: the faculty, a college dean, Office of the Provost, Office of the Vice President for Instruction, Office of the Vice President for Finance and Administration, University Libraries, Center for Teaching and Learning, Office of Academic Planning, Office of the Vice President for Student Affairs, and EITS.

The student membership will represent and reflect the overall composition of UGA's diverse student body. Graduate and professional representation will be in proportion to their numbers within the University.

Terms of service for faculty and staff members are for three years, staggered among members, and renewable. Terms of service for student members are one year and are renewable.

The VPIT is responsible for appointments to the Committee, including naming its chair. The chair serves for a three-year term.

Meetings and Voting

The Committee will meet at least six times annually. The chair is responsible for establishing meeting times and locations and setting agendas. A majority of the overall membership represents a quorum for voting purposes. If a quorum is not present, the Committee may meet to hear updates, 3-year plan

reports, and convene discussion, but no votes may be taken. If unable to attend meetings, student members are encouraged to send a student proxy in their place with advance email notification to the chair or written notification delivered at the meeting. Votes may be conducted by email or other electronic means at the discretion of the Committee.

APPENDIX A:
USG Procedures Regarding Student Technology Fee Expenditures

Excerpted from

http://www.usg.edu/business_procedures_manual/section24/manual/C2050/#p24.3.1_mandatory_student_fees

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Technology Fees

Technology fees are charged by all “teaching” institutions. The BOR Central Office and the Skidaway Institute of Oceanography do not charge technology fees. Financial accounting for technology fees is addressed in Section 2.9 of this Manual.

Authorized Usage

There are two basic principles governing use of student technology fees: Student technology fees should be used to support and supplement normal levels of technology spending. Institutions should be able to provide evidence that overall institution technology expenditures clearly reflect that expenditures based upon fee revenues are above and beyond normal levels.

The focus of student technology fees should be on technology related to either academic outcomes or instructional objectives. Distinctions should be drawn between expenditures for administrative applications or scientific and laboratory equipment, and instructional technology. Technology fee revenues should be used for the primary benefit of students by:

- Directing expenses to assist students in meeting educational objectives of their academic programs;
- Ensuring that there are sufficient campus software licenses, so that students have easy access to “technological” tools needed in their chosen disciplines;
- Ensuring that “computer” labs used by students are adequately equipped and have sufficient network bandwidth and appropriate internet access;
- Providing training for students in the use of computing and networking resources, when needed. Generally faculty and staff training should be paid for from general operating funds, but faculty and staff may avail themselves of student training sessions if space permits.
- Leveraging with other funds to yield greater resources for students; (Technology fee revenues may be combined with another fund source(s) to make purchases that will enhance technological resources provided to students).
- Providing new staffing only when it will clearly add documented value for students. Under no circumstances can technology fees be used to fund existing positions that would otherwise be cut from an operational budget, nor should fees be used to fund general computing and networking positions that have a significant administrative or research support component.

Generally technology fees should not be used to acquire general supplies or software or hardware products for faculty use. General operating funds should be used for these purposes, unless there is a demonstrated and direct value to students which would justify use of technology fees.

Also, technology fees should not be used to purchase technological resources that will be used for administration purposes. System hardware, software, and other related costs that do not have a direct impact on academic outcomes and/or instructional objectives should be paid from general operating funds.

APPENDIX B:
Long-term Information Technology Master Plan for the University of Georgia
Strategic Direction 9: Student Technology Fee Investment and Management

Support for the UGA Technology Fee has increased dramatically since FY00, primarily due to changes in: a) innovative technology use in support of Teaching and Learning; b) state-of-the-art student access to technology; and c) providing assistance to students to enable computer literacy. In order to support the University of Georgia student body, both residential and non-residential, the more than \$8.5M in Technology Fee expenditures in FY11 is fundamental to the delivery of IT at UGA.

Core IT infrastructure and services are funded by the mandatory technology fee for both the consolidated and distributed units at the University. In addition to the core infrastructure, systems, and services, next-generation student services also rely, and will continue to rely, on the use of the technology fee. The need for the continuance of this mandatory fee will not diminish in the future. In fact, requirements to support technology use in the teaching and learning environment are projected to grow. In a 21st century learning environment, at a higher education, research-extensive institution, the use of technology is critical. Without the student-supported investment derived from the technology fee, the student learning experience will be hindered.

Vision

The University's student technology fee will support programs and context necessary to support the highest levels of innovation and creativity for the direct benefit of students and their overall educational experience.

Goals and Aspiration

1. The expected and primary outcome of these types of allocations is the enhancement of teaching and learning through access to technology, support for use of technology, and cultivation of digital literacy.
 - a. STF revenues should complement institutionally funded technology expenditures and leverage partnerships between and among academic units, campuses, and administrative units, or with external funding opportunities. STF funds should not become considered the sole source of funding for any single project or initiative.
 - b. STF resources will be focused on the benefit to all students through inclusion of the diverse set of student cohorts (e.g., undergraduate, graduate, professional, extended campuses, international, distance education, and special needs/508 compliance).
2. A multi-level, broadly represented advisory process, which includes student and faculty representatives at each and every level, is essential in the comprehensive and enterprise-level distribution of student fees. Transparency and accountability of decision-making is required for responsible stewardship of Student Technology Fee financial resources.

- a. Reports on uses of Student Technology Fees should be made openly available to the UGA community and other stakeholders.
 - b. Development of the means for knowing and understanding the behaviors of its users (students, faculty, and staff) is important to the design and delivery of new and meaningful instructional developments, student services, and student life offerings.
3. The Student Technology Fee provides a direct benefit to students through allocations to units, support for student-centered institutional infrastructure, and support for teaching innovation.
 - a. Adjustments to college/school base allocations and non-academic unit base allocations shall be assessed for effectiveness and need at intervals of no less than every three years.
 - b. b) When possible, Institutional Infrastructure as a percentage of annual budgeted expenditures should not exceed 40%, and Learning Technology Grants in support of teaching innovation should be targeted at 5% of annual budgeted expenditures.
4. The allocation of STF funds should evolve with the systems operating today that blend academic and administrative student support functionalities.