MEMORANDUM

TO: Deans Group  
FROM: Reid Christenberry  
RE: Technology Fee Proposal Process  
DATE: May 11, 2000

As we discussed in the Deans Group Wednesday, April 26, the following process is to be used to compile nominations of projects for funding allocation from the FY2001 Technology Fee:

Proposed Process

1. For the purpose of reviewing and recommending allocation strategies for this year’s Technology Fee, a Technology Fee Review committee is to be created by augmenting the Senate Committee for Information Systems & Technology with additional student representation. This will ensure that adequate student input occurs regarding the Technology Fee proposals. Scott Owen has been asked to serve as the chair of a subcommittee of the Senate Committee to assist in compiling and presenting the proposals. I am requesting that you:

   - By June 15, 2000, please send via e-mail to both Scott Owen and me the names of two students from your college: one graduate and one undergraduate who will best represent the technology interests of students in your college.
   - The Vice President for Student Affairs will be asked to name nine additional students to provide adequate student representation.
   - According to Regents policy, the Student Government Association must approve those students nominated by the deans.

2. Any organization providing services to students may submit proposals to the Technology Fee Review Committee. These proposals should be sent electronically to both Scott Owen and me no later than June 15, 2000. For proposals from colleges and schools, these proposals should go through the appropriate dean. For proposals outside of the schools and colleges, these proposals should be cleared through the appropriate vice president.
3. Proposals must be completed on the attached template form and submitted electronically. Attention should be paid to including:
   • A brief narrative description of the proposed project or funding requirement
   • Specific description of any one-time funding requirements in FY2001.
   • Continuing funding requirements beyond FY2001. If, for example, you are requesting replacement of 1/3 of equipment in a lab every year, you should identify this is a recurring annual funding request.
   • For proposals involving staff funding, it should be clearly explained what funding, if any, imply continuing expectation of staff employment, versus lump sum student appointments.
   • An explanation of how the proposed project or funding requirement is consistent with the Regents guidelines for use of the Technology Fee (See attached Statement Regarding Technology Fees, and Appendix F from the consultant’s report on technology fees.) Reference should be made to the specific enabling paragraph, if possible.
   • Identify matching funds, reconstruction cost funding sources, and other resources required for the proposal to be successful, e.g., space, network infrastructure, etc.
   • Specific procedures for guaranteeing accountability for use of technology funds should be identified in the proposal. These procedures should identify any unusual inventory or accounting requirements needed to guarantee appropriate use of the funds.
   • If a college submits multiple requests, the dean or vice president is requested to prioritize these for the committee.

4. My office staff will compile a consolidated summary list of proposals by June 22, 2000, and distribute this list to both the submitting units and the Technology Fee Review committee.

5. The Senate Committee on Information Systems and Technology meeting on July 20 will welcome the augmentation by the identified student representatives, to create the Student Technology Fee Review Committee. The Chair of the Senate Committee will chair the meeting of the body as a whole. The primary matter of business for this day will be review of the proposals and discussion of these items. This joint committee will identify any inconsistencies related to Regents guidelines, etc., and by July 27, prepare a list of proposals for review by the Deans and any other functional unit heads.

6. After review by the Deans Group, the Technology Fee Review committee will adopt a consensus report of recommended targets for technology fee expenditures. This should be forwarded to the Fiscal Advisory Committee to the President in early August.

7. Inventory, accountability and reports to the Board of Regents office will be performed through my accounting office as required.
Technology Fees – The Board has approved a technology fee for all institutions effective with fall semester. These funds are to be budgeted separately for accountability purposes. In all cases, institutions will need to show student involvement in the process. Expenditures from this source should be in addition to other revenue already supporting technology in your institution and should not supplant those funds. We will be requiring a report from each institution by the end of the fiscal year justifying these expenses (See attached guidelines from pilot study.)
Appendix F: Technology Fee Guidelines

The Review Team recommends that technology fee expenditure guidelines should be based upon two fundamental principles.

- Student technology fee revenues should not be used to supplant current levels of technology fee expenditures. Institutions should provide evidence that overall institution technology expenditures clearly reflect that expenditures based upon fee revenues are above and beyond normal levels.
- The focus of the 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 instructional technology.

With respect to the second principle, technology fee revenues should be directed toward those needs that directly meet the educational value criterion established in the Chancellor's approval letters; i.e., the fees provide added value to the educational experiences of the students. We define this value to be instructionally oriented and not oriented toward other services such as housing registration, advising, record keeping, etc., important as these services are to a student's overall collegiate experiences.

The guidelines in bold print below are not prescriptive but rather are intended to help provide a framework for local institutional decisions.

[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. At this point in the evolution of collegiate academic technologies, access is important: access to productivity tools, discipline specific software packages, computers and printers, internal and external databases, introductory and advanced training, and access to networks (from home or from campus). Therefore, high priorities should be given to the use of technology fees for these purposes.

[2] Technology free revenues should be used to assure that there are sufficient campus licenses for primary productivity tools such as those found in the Microsoft Office product suites and for discipline specific software. The fees should be used to assure that students have easy access to tools and software packages that are critical within their chosen disciplines. This range from computer assisted design through music composition, art and drawing tools, scientific notation, modeling, and other discipline specific analytical tools. Appropriate computer based or Wen [sic] instructional modules are appropriate as well.

[3] Technology fee revenues should be used for hardware and Network related expenditures that include support of general purpose or special purpose laboratories used by students for body productivity and more discipline related activities. Provision of 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. At the same time, institutions will need to balance competing demands for greater and broader access to resources for all students versus the demand for important but specialized and restricted resources.

[4] Technology fee revenues may be used for training of students and, to a lesser extent, staff and faculty. Students and faculty perceive good training in the use of computing and networking resources as an important component of effective use of electronic instructional resources both inside and outside the classroom. Consequently, the secondary educational value is high; training allows students and faculty to
focus on course content rather than on the mechanics of operating a computer. In general, staff and faculty training should be supported from operational funds. Obvious exceptions include circumstances such as space remaining available in a training session after student sign-up is completed, or the purchase of a site license for online training that permits access by all members of the campus community.

[5] **Technology fee revenues may be used to leverage other funds where appropriate.** Keeping in mind the second fundamental principle, there are circumstances where a grant or other or one-time allocation could be combined with technology fee revenues to yield greater access or resources for students.

[6] **Technology fee revenues may be used--with caution--for new staffing that is either temporary or ongoing.** Institutions should continue to focus on the criterion established initially by the Chancellor's approval letter—the fees provide added value to the educational experiences of students. Where additional staffing clearly will provide added value to students—and the value can be documented—technology fee expenditures may be warranted. For example, hiring temporary trainers may be the best way to ensure that all incoming freshmen and transfers receive a thorough information technology orientation session. 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 fees be used to fund general computing and networking positions that have a significant administrative or research support component. Institutions are encouraged to develop a formal process of review for proposed student technology fee staffing expenditures to ensure continued awareness of this guideline.

[7] **Lower priority uses of technology fee revenues include** development of software packages, acquisition of one of a kind software or hardware products for faculty use in training, adaptive equipment for students with disabilities, and consumable supplies such as printer paper. In general, hardware and software for exclusive use by revenues although rare exceptions may be anticipated. [sic.] [We assume this means that purchase of hardware and software with technology revenues for exclusive use by individuals is normally not endorsed.]

[8] **In almost no cases should technology fee revenues be used for administrative software or software implementation (such as 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.**
Proposal for the Use of the FY2001 Technology Fee

Submitting Organization(s):
Contact Person (Name, email phone):

1. Executive Summary

<table>
<thead>
<tr>
<th>25 Word Project Description</th>
<th>One-time Costs</th>
<th>Ongoing Costs</th>
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2. Project Description

A brief narrative description of the proposed project or funding requirement

3. Relevance to Regents Guidelines

An explanation of how the proposed project or funding requirement is consistent with the Regents guidelines for use of the Technology Fee. Reference should be made to the specific enabling paragraph, if possible.

4. Justification of One-time Funding Requirements

Specific description of any one-time funding requirements in FY2001

5. Continuing Funding Requirements

Continuing funding requirements beyond FY2001. If, for example, you are requesting replacement of 1/3 of equipment in a lab every year, you should identify this is a recurring annual funding request.

6. Accountability of Funds

Specific procedures for guaranteeing accountability for use of technology funds should be identified in the proposal. These procedures should identify any unusual inventory or accounting requirements needed to guarantee appropriate use of the funds.

7. Additional Funding Required, Non-Technology Fee

Describe what additional one-time and continuing funds will be required to undertake this project, for example, construction or renovation costs or other items not allowed under Regents guidelines. Identify sources of funding for these items and attach letters of commitment from the appropriate fiscal officers.

8. Impact on Computing/Network Infrastructure

Describe what the impact is on the University’s computing and networking infrastructure and how it will be dealt with.