



# Committee for Student Instructional Technology Fee

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Revised: January, 2020

**I. BACKGROUND**

In the Fall of 2008 a University-wide Instructional Technology assessment was conducted and its findings presented to the Board of Trustees. The assessment identified critical instructional technology gaps needing to be filled in order to place Pace on par with benchmark institutions. Also identified were strategic opportunities for surpassing benchmark institutions in these same areas. The 17 person committee unanimously agreed the only foreseeable way in the current financial climate to subsidize the instructional technology assessment would be to implement a Student Technology Fee. The fee will be completely earmarked for instructional technology keeping Pace competitive with the technology needed for today’s teaching and learning methodologies.

**II. OBJECTIVE**

The implementation of a Student Technology Fee (Beginning Fall 2009) is dedicated towards covering the expenses of instructional technology initiatives that directly impact the student learning. A governance structure is in place to act as the recommendation body to the Provost on the allocation of the funds throughout the academic areas.

**III. STUDENT TECHNOLOGY FEE STRUCTURE**

Annually, a portion of the technology fee will be allocated towards covering the annual costs of key initiatives and maintenance of instructional technology (outlined in the cost breakdown below) including ongoing expenses of initiatives previously approved by the committee. The remaining funds are discretionary and the Instructional Technology Fee Committee will review proposals submitted by the Pace community and will make recommendations to the Provost on which ones to fund. The committee will review proposals and ensure that they are in compliance with the Proposal Eligibility Requirements listed later in this proposal.

As of Academic year 2019-2020 the student technology fee is

<b>Full-Time Students</b>	<b>Part-Time Students</b>
<b>\$105 per semester</b>	<b>\$60 per semester</b>

Key initiatives that require annual funding include:

- Annual fee for student software licensing and/or hosted services previously approved by the committee.
- Annual costs of supporting the student printing program (includes paper, toner, supplies and lease/ maintenance costs)
- Replacement of PC/MAC, and peripheral equipment, located in Computer Resource Centers, Libraries, and some college/school-operated computer classrooms that are open to the general Pace community when not in use by the college/school
- Maintenance and replacement of wireless network equipment located in teaching spaces
- Maintenance and replacement of instructional technology equipment located in teaching spaces
- Maintenance of general access videoconference rooms used for instructional purposes.
- Annual fees for various instructional tools approved by the Student Instructional Technology Fee Committee

**IV. GOVERNANCE STRUCTURE**

**A. Oversight Committee for the Student Technology Fee**

**1. Chair of the Committee (non-voting member)**

Vice President, Information Technology Services and Chief Information Officer (CIO)

**2. Student Membership (7 voting members)**

- a. 3 students from the New York City Campus
- b. 3 students from the Pleasantville Campus
- c. 1 student from the White Plains Campus
- d. Membership will consist of 3 designated voting members along with the designation of 3 alternates each from the New York City and Pleasantville campus and 1 alternate from the White Plains Campus. In recruiting students, a broad representation of students are encouraged (i.e. residents, commuters, part-time, graduate, and online)

**3. School/Colleges Membership (6 voting members)**

Instructional Technology representatives from each of the schools/Colleges

- On an annual basis, each participating school/college will identify their Instructional Technology representative as a voting member.
- Only one Representative from each school is entitled to vote at each meeting so as to comprise the five total school/college voting members.
- If a school/college representative cannot attend, they can appoint an alternate.

**4. ITS/Budget Representative (non-voting member)**

The Assistant Vice President from the Office of the VP/CIO will serve as the budget representative and maintain and provide updates on the Student IT Fee Budget.

**5. Specific Departments/Services (non-voting members)**

Department groups/services will attend meetings and act as a resource, providing technical and other information, as necessary.

- Representative of the Academic Affairs Budget Office
- Representatives from Information Technology Services
- Representative from Library

**B. Responsibilities of committee members**

- Oversee the planning and expenditures of the Student Instructional Technology Fee
- Hold two open community meetings per semester (Fall/Spring)
- Prioritize and approve budget requests in accordance with current University Strategic Plan and the charge of the Instructional Technology Committee
- Review the budget of expenditures at each meeting
- Evaluate impact on student outcomes
- Publish committee minutes for stakeholders to review

### C. Committee Meetings:

- Four meetings of the Student Instructional Technology Fee will be held each academic year. (Oct, Nov/Dec, Feb, and March/April).
- The agenda of each meeting will contain the following items (at a minimum):
  - Budget Update
  - Status updates of projects in progress
  - Review of proposed initiatives and vote
  - New Business
- A quorum of voting members must be present to hold the meeting. If a quorum is not available, the meeting will be held, but no votes can occur. Voting will take place at next meeting or electronically for time sensitive requests. A simple majority of voting members will constitute a quorum. (Based on the current structure of the Committee, seven (7) voting members present constitute a Quorum)
- All proposals must receive a simple majority of the *actual votes cast* to receive approval. (any abstentions are not counted in the tally of votes)
- *Robert's Rules of Order* will be used to conduct the meeting.

### D. Fee Proposal Eligibility Requirements

The Technology Fee is intended to fund projects and initiatives that benefit the largest amount of the student population possible. Submission of projects that benefit small groups of students or otherwise restrict access to Technology Fee funded equipment is discouraged. Academic areas should seek funding from their Deans and Chairpersons prior to seeking funding from the Technology Fee. All technology purchased and implemented by the Technology Fee must have the ability to be supported by current staffing levels in university areas. If specific departments request technology that will be used in their areas, they should include an explanation of how it will be supported within their area and also made available to the student population at large.

- Permitted
  - Purchase of technology related equipment, software, and/or services used in **direct** support of student instruction and that will be made available to significant portions of the student population (i.e., entire campus, etc.) in the following categories:
    - Classroom Enhancements and Instructional Equipment
    - Collaboration/ Feedback Technologies
    - Blended/ Online Learning Technologies
    - Assessment of Learning
    - Digital Content for Learning
    - Co-Curricular Support
  - Enterprise-wide licensing of software and/or services that will be available to significant portions of the student population.
- Not Permitted
  - Employment of full-time/part-time faculty, students or staff
  - Stipends of any kind
  - Funding of University Learning Management System (add-ons to LMS are permitted)
  - Funding of library databases
  - Funding of administrative/general purpose technology hardware/software/subscriptions
  - Funding of ink, toner, paper, supplies, film, or other consumables required for the ongoing operation of hardware used to produce physical output (ie: printers, cutters, etc.)
  - Any type of reimbursement for equipment, hardware, software and/or services purchased prior to approval by the Technology Fee Committee.

### **E. Submitting a Proposal**

Students are encouraged to submit a funding proposal to the Student Technology Fee Committee. All submissions will be evaluated and considered at a scheduled Student Technology Fee Committee Meeting.

A funding proposal can be submitted at:

<https://www.pace.edu/its/teaching-and-learning/student-technology-fee#student-technology-fee-proposal>

Proposals submitted by Faculty and/or Academic Department must include a statement of approval from their Dean and Chairperson. Proposals submitted by student groups must include a statement of approval from their faculty advisor (for student groups) or Dean for Students Offices (for general student technology). After receiving your proposal ITS will review the proposal to ensure that it meets the criteria listed in Section D above. If it meets criteria, a presentation will be scheduled for the next committee meeting and applicants will be invited to attend and present their proposal. All proposals must be received at least two weeks prior to meeting dates.

### **F. Proposal Review and Approval**

Proposals will be reviewed by the Committee at scheduled meetings. The requestors will be invited to make a brief presentation to the committee concerning their proposal(s) and a short Q&A session will follow to answer any questions from Committee members. During this time, the Committee can propose modifications to the proposal. Each proposal will be voted on by the voting members in attendance (assuming a quorum is available).

### **G. Funding/Execution of Approved Projects**

Approved projects will be funded and implemented based on availability of funds. If funds are not available in the current fiscal year, projects can be deferred to the next fiscal year if advance funding is not available. Departments receiving funding for hardware or software used for their programs, must commit to covering ongoing expenses for all consumables as well as any single or limited-use software/services required. ITS may need to make modifications to approved project budgets after approval to accommodate changes to pricing, equipment, or other academic needs.

### **H. Evaluation of Approved Projects**

Approved projects will be reviewed periodically to evaluate utilization and determine if the solution continues to meet University and user needs and support instruction. If it is found that a product or service no longer has significant utilization, no longer supports instruction, or otherwise is no longer useful, Committee Members can recommend de-funding the item. If approved, the item will be discontinued at the next possible annual renewal.