

GEORGIA SOUTHERN UNIVERSITY

STUDENT TECHNOLOGY FEE COMMITTEE PROCEDURES

I. Purpose

The purpose of this document is to establish the general policies, procedures, and guidelines for allocation and use of the student technology fee revenues at Georgia Southern University.

II. Fee Assessment and Use of Fees

In June 1997, Georgia Southern established a \$24 per student, per quarter fee which has increased to \$38 per student, per semester as of Fall 1999. The primary objective of the student technology fee is to provide the equipment necessary to meet the projected technology needs of students and to enhance their learning environment. The fee is needed to adequately provide capital outlay for technological resources because state allocated equipment funds are inadequate to meet the technology needs of the students.

The fee improves the quality and availability/accessibility of technological resources, aids in the integration of current technology into the classroom, and promotes interdisciplinary applications of technology at Georgia Southern. Funds are used to maintain and upgrade student computing facilities and services. Examples of fee expenditures include purchasing computers, printers, lab stations, paper and toner cartridges, audio recording equipment, multimedia equipment, and software; improving data network connectivity for student computer labs and residence halls, and paying for student computer lab assistants.

The student technology fee revenues should not be used to replace current levels of Georgia Southern budget allocations for technology expenditures. The focus of the fee allocations should be on academic and instructional technology. Technology fees should be allocated to those needs that directly add “value to the educational experience of the student.”

III. Committee

The Provost and VP for Academic Affairs is responsible for the administration of the student technology fee and has established a Student Technology Fee Committee (STFC). The committee is comprised of six appointed students and five appointed faculty/staff.

Student Membership (6 voting members)

- a. Student Government Association (SGA) President
- b. Student Government Association Vice President of Academic Affairs
- c. Four students appointed by the SGA President

Faculty/Staff Membership (5 voting members)

- d. Provost and VPAA, Chair
- e. Chief Information Officer (or designee)
- f. Director of Information Technology
- g. Faculty member appointed by the Provost
- h. Staff member appointed by the Provost

Their term begins July 1 and ends June 30. The VPAA Business Manager, a non-voting member, serves as a resource advisor to the committee. A quorum of six of the 11 voting members, including at least two student members and two non-student members, must be present at a meeting to conduct business.

IV. Fee Requests and Schedule

Proposals are accepted from any Georgia Southern program or department. Only proposals that meet the guidelines (see attached) and have appropriate endorsement will be considered for funding. Requests from Academic Affairs' units must have the endorsement of both the department chair and dean. Proposals from other student serving areas must have the appropriate director endorsement. Proposals must not have unresolved obstacles at the time of submission, for instance, unfunded space renovation costs, non-availability of space, unidentified/unapproved method of technology equipment/software, etc.

Proposals must be submitted electronically, using the form entitled: Student Technology Fee Proposal: FY200__ available at <http://www2.gasou.edu/acadaff/> under the Student's heading. This site also includes a set of guidelines to assist in the preparation of the proposals and submittal deadlines.

Upon approval, the STFC specifies that at least 1/3 of the computers in designated labs, currently COBA, Newton, and the Library, be updated annually and that the oldest remaining computers be recycled to smaller labs. Additional laboratories can be designated by the Committee at a later date. The STFC also specifies that recurring maintenance costs; computer lab supplies; software licenses for productivity tools such as Corel, Microsoft, and WebCT; and discipline specific software such as Compustat, SAS, Autocad, and ProEngineer be funded annually without submitting a proposal. The Provost shall accommodate other unforeseen needs as appropriate and report those expenditures to the STFC.

ROUND 1 (Fall Semester)

- September 1 Call for proposals issued
- October 1 Proposals due and shortly thereafter released to STFC
- November 1 STFC meets to review and recommend proposals; funds allocated

ROUND 2 (Spring Semester)

- January 15 Call for proposals issued
- February 15 Proposals due and shortly thereafter released to STFC
- March 15 STFC meets to review and recommend proposals; funds allocated

V. Recycling of Computers

The Office of the Provost will recycle used computers into the hands of student users in a manner consistent with these Student Technology Fee Committee Procedures. Primary recipients will be general purpose labs operating with older technology followed by discipline specific computer labs. Non-funded proposals will be given high priority for recycled computers. When the technology is very much outdated (4+ years) and no users can be identified, the equipment will be given to Information Technology to gut the machine for components they deem necessary and then will be sent to Property Control to surplus.