Mission
The Student Technology Fee provides students with adequate technology experiences through these objectives:

- Broaden or enhance the quality of the academic experience through the use of technology in support of the curriculum
- Provide additional student access to technological resources and equipment that are needed in support of instruction and to maintain and enhance the technological competency of students as it relates to their academic endeavors
- Increase the integration of technology into the curriculum.

Disbursement Process
1) To enable the most effective and efficient use of funds, a percentage of the Student Technology Fee (STF) funds is continually disbursed to IT Services and to the Library for the direct support of making technology accessible to all students and the support of the electronic databases in the Library. These units must report the use of these fees at every meeting of the Student Technology Advising Committee (STAC). Finally, these disbursements do not preclude these units from submitting proposals through the solicited technology proposal process.

   a. Using 50% of the total STF funds (this does not include any carry over reserves) that are available in a given year, IT Services shall ensure that general access computing spaces are equipped with up-to-date hardware and software (within 3 years), that such spaces are staffed and maintained, and that such spaces maintain an adequate number of operating hours.

   b. Using 5% of the total STF funds (not including reserves) that are available in a given year, the Library shall ensure that a solid selection of electronic databases is available to all students, that such resources are accessible with enough open hours, and the physical infrastructure for such databases are kept up-to-date and maintained

   c. 5% of the collected fees will be held in reserve to accommodate unforeseen expenses.

2) IT Services and the Library are completely accountable for the use of STF funds and shall present financial reports regarding the use of these funds to STAC each year. In particular, each of these units must present a report on the use of these funds that include, if possible, receipts or invoices indicating equipment purchased or work performed. These reports are to be kept on file by the Chancellors Designee to STAC.

3) Remaining funds will be disbursed to the campus community through a proposal process. These proposals will be prioritized by STAC using a standard rubric and sent to the Chancellor's Designee for funding. The Chancellor’s Designee may bring questions and comments back to STAC for clarification.

4) Funds that are not spent or allocated by the end of the fiscal year revert back to the general fund for re-allocation in the upcoming year.

Types of Expenses Supported
- The Student Technology Advising Committee gives priority to those projects supporting the academic experience of the University. (see Appendix A)
• The STF program’s objective is to broaden/enhance the quality of the academic experience through the use of technology in support of the curriculum.
• The fee should concentrate on areas that visibly benefit all students.

○ For the purpose of STF fees, the definition of "Technology" is as follows:
  ▪ Equipment resources used in support of the instructional process.
    *Example: Computers, projectors, video cameras and audio recorders for student checkout.*
  ▪ Computer software that is used in support of the instructional process.
    *Example: A special computer program to provide visual models of demographic census information for an existing computer lab, or any software needed for the support of equipment that is proposed for purchase under the STF program would qualify.*
  ▪ Electronic information resources with direct applicability to the curriculum.
    *Example: Full-text databases of selected journals, statistical abstracts, and networked information resources would qualify.*

○ Because project funding is made on a year-to-year basis, the STF is generally able to provide one-time funding only. Therefore, the requesting organization must be prepared to provide ongoing project support from its own funding sources.

○ The STF program will consider one-time operating expenses and personnel expenses associated with project implementation, provided these expenses directly relate to the project objectives and meet the other criteria listed herein.

**Types of Expenses NOT Supported**

○ Equipment and supplies used directly in classroom and lab instruction by faculty and staff.
○ Computer hardware, software, or upgrades for faculty/staff offices and faculty/staff only workstations.
○ Department specific or limited access equipment which has limited or little potential for student use.
○ Research or laboratory equipment.

**Project Cost**

The Student Technology Advising Committee (STAC) attempts to use the funds in a manner that will meet the project objectives while serving as many students as possible. STAC gives preference to projects between **$1,000 - $10,000** that will accomplish the STF mission. Projects above $10,000 may be required to receive Technology Oversight and Planning Committee (TOPC) approval prior to being awarded. Smaller projects (less than **$1,000**) are considered if they provide the benefits listed above. Preference will also be given to projects with a low “cost per student” ratio.

**Course Fees**

If the equipment requested will be used by any courses for which equipment-related course fees are collected, the total project funding requested from the Student Technology Fee must reflect the amount collected from these course fees.
**Project Report**

Project reports are a **requirement** of the post award stage. Status reports allow the university community the opportunity to see what progress was made with technology fees. As an educational institution, we are proud of our successes; this is an opportunity to share that success. Status reports are due at the conclusion of the project or by the end of the fiscal year (June 30). Status reports should address the post-project assessment information cited in the project proposal. It should also provide specific analytics of student use and the impact on their academic success.

**Proposal Review**

The Student Technology Advising Committee:

1. Reviews all proposals that are complete per the instructions, properly approved for submission, and submitted by the deadline.
2. Consolidates, as appropriate, duplicated or very similar projects.
3. Calculates cost per student at 100% funding.
4. Posts all procedures on this website; and asks for and considers comments from the campus community.
5. Creates, based on thorough proposal reviews and the projected funding allocation, a prioritized list of projects recommended for funding.

**Criteria for Proposals**

Proposals submitted for Student Technology Fee funds shall be prioritized and accepted based on the following criteria:

- Technology that is directly used to enhance the student’s overall academic learning environment through improvements in instructional technology resources
- Enhances student access to technology across the University
- Enhances the student experience and academic success
- Provides enhanced training for student for use of technology
- Supports and aligns with the UW-Platteville Strategic Plan

**Proposal Modifications**

1. Through discussions within the Student Technology Advisory Committee or through discussions with proposal submitters, funding for a proposal may be modified, conditions may be attached to the proposal, proposals may be combined, or other modifications may be made.
2. STAC may also solicit proposals when necessary to fulfill the overall objectives of the STF program, to address issues omitted by the individual project proposals, or to fulfill a request from the campus community which does not have a sponsoring agent (student suggestion box).
Proposal Timeline:

October XX  Call for Proposals

November XX  Project Overview Proposals for projects are due via e-mail to: Chancellors Designee to STAC (sherer@uwplatt.edu)

December XX  STAC members will review Project Overview Proposals and provide feedback. Proposals may be sent back to submitters for modifications based on feedback.

February:  STAC members meet to discuss proposals and make requests for presentations of the top ranked proposals. If you are the proposal’s principal contact, a STAC member will arrange a time for you to present your project proposal. Co-applicants are welcome to attend. The committee members will bring questions about your proposal.

By mid-March:  STAC determines final award recommendations and sends recommendations to Chancellors Designee to STAC (Deputy Chief Information Officer) and Chancellor for their joint approval of proposal funding.

April XX:  STAC notifies award recipients.

July 1:  STAC funded equipment can be purchased anytime during the fiscal year. Funds that are not spent by the fiscal year deadline revert back to the general fund for re-allocation in the upcoming year.
Appendix A

Financial Administration

Student Technology Fee Expenditures (F49)

Revised: July 20, 2001

I. Background

In the 1993-95 biennium, the University of Wisconsin-Madison proposed, and the Legislature approved, a 2.5% tuition increase, of which 1.7% was for technology. The technology fee was then applied to all campuses during the 1995-97 biennium at a rate of 1% in the first year and 2% each year thereafter. This fee is designated as the Student Technology Fee (STF).

The STF is a tuition surcharge, which is part of UW System’s GPR/Fee budget. As such, it is subject to policies for approval and allocation of GPR/Fee funds. It is not a Segregated Fee. The STF is intended to provide students with additional services. STF should not replace existing funds intended to support student technology. Students at all campuses pay the STF.

II. Policy

Each UW System institution shall form a committee that will review plans for the allocation of the Student Technology Fee. This committee shall include students appointed by student government, and appropriate campus staff appointed by the Chancellor or the Chancellor’s designee. This committee shall be advisory to the Chancellor or the Chancellor’s designee. Plans developed for the allocation of the Student Technology Fee shall be consistent with the campus IT Plan and the campus overall strategic plan.

If there are major changes in STF plans during the year, the new plans shall be reviewed by the Committee. Furthermore, any significant changes in STF plans for fixed costs, especially personnel expenses, from one year to the next, must consider potential contractual obligations/implications.

UW System institutions shall establish a specific accounting tracking mechanism for STF allocations as well as provide an annual report of expenditures to student government.

III. Guidelines

These guidelines are intended to assist UW System institutions in evaluating the allocation of the STF. The fee should concentrate on areas that visibly benefit all students. The guidelines are divided to indicate examples of appropriate and inappropriate STF expenditures. Neither division is to be considered a comprehensive list.

A. Examples of appropriate STF Expenditures

1. Expenses related to general access computer laboratories such as:
   a. Adding staffing for computer help desks and other support services to better assist students and increase hours of operation for computer labs.
   b. Upgrading current computer workstations or adding workstations.
c. Adding hardware including printers, scanners, etc.
d. Adding improved or upgraded software to general access computers or the comprehensive university network.

2. Expenses related to student access improvements such as:
   a. Implementing/improving dial-in and other higher speed access for students off-campus.
   b. Upgrading or improving local area and wide area networking including internet access.
   c. On-line resources for students.
   d. General access computers, video projectors and related equipment and supplies used for student class presentations.

3. Expenses related to training the student population as a whole to better enable them to utilize computer hardware, software, and new technologies.

4. Expenses related to improving the level of technology for students with disabilities.

B. Examples of expenditures that are normally considered inappropriate for STF Funds
   1. Equipment and supplies used directly in classroom and lab instruction by faculty and staff.
   2. Computer hardware, software, or upgrades for faculty/staff offices and faculty/staff only workstations.
   3. Department specific or limited access equipment which has limited to little potential for student use.
   4. Research equipment.

If the campus STF Review Committee recommends and the Chancellor approves expenditures from the list of inappropriate expenditures or which may be questioned for appropriateness, a rationale of how the expenditures benefit students must be kept on file for future audits.