Florida A&M University
Guidelines and Administration of Student Technology Fee Funds
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Introduction
The Technology Fee will be used to fund projects proposed by students, staff and faculty through a competitive process each year. Florida A&M University established a student technology fee according to Florida Statute 1009.24

1009.24 State university student fees: Excerpt “(s) A technology fee of up to 5 percent of the tuition per credit hour, beginning with the fall term of the 2009-2010 academic year. The revenue from this fee shall be used to enhance instructional technology resources for students and faculty. The technology fee shall not be included in any award under the Florida Bright Futures Scholarship Program”.

Guideline for Expenditures
The FAMU STF is a result of mounting concerns that Universities of the state of Florida must be competitive in higher education in the quality of the academic endeavor that undergrads instruction and learning. With extensive technology driven aids to teaching and learning in place already and many other technology systems and applications under development and surfacing daily, the STF was envisioned as an additional resource to supplement the current operational funds budgeted for campus technology. Therefore it will not be used to supplant those funds. It will be utilized only toward those projects that under the scrutiny and approval of a designated representative body of the campus constituents meet the project selection criteria and established review process for use of the funds. Areas of use include:

1. Funding for infrastructure components or services required to provide a stable, technologically current network and computing environment for students;

2. Funding in excess of the historical level (baseline to be established) to provide life-cycle funding to ensure that technology and services used by students are constantly being refurbished or replaced; and

3. Funding to provide seed money or the total cost of acquisition of new, innovative uses of technology or technological services that will create or improve and enhance (a) effective teaching and learning or (b) convenience of access to educational, time saving, career development, social/professional networks, and, quality in student life.

The student technology fee should be used primarily in support of instructional technology. Purchases should directly benefit students in meeting the educational goals of their academic programs. High priority should be given to supply access to productivity tools, discipline specific software packages, internal/external research databases, introductory/advanced training, and access to networked resources from on and off campus. Other areas, such as administrative applications or scientific equipment/laboratories, unless other very significant objectives in area (3) above are met, should be funded through other sources.

Set forth below are specific instances of activities and projects that fall within the areas to which the guidelines above allow a use of the STF:

Revised 8/2014
1. An annual program of procurement to maintain a sufficient number of campus licenses for productivity tools (e.g. Microsoft Office Suite and Adobe Creative Suite).

2. Projects that provide software packages within the disciplines. Examples of such packages include; computer assisted design, music composition, art/drawing tools, scientific notation, modeling, web publishing and others. Computer-based or web-based instructional modules may also be considered within the scope of this guideline.

3. Projects that support acquisition of software for university wide use of students and faculty such as applications to develop or improve critical thinking skills

4. As with many universities the establishment and operations of a program for training students and assisting them with the use of a wide array of software used in their course work. Many universities use STF to fund certain aspects of their Student Technology Center (STC)

5. A project of hardware and other network-related expenditures, such as smart classrooms, with technology resources provide new ways of creative teaching that enhance student interest and understanding of topics.

6. A well-defined project (other funds clearly planned and identified as to level and source and no reduction in funding applied to Technology) to leverage those other funds and enable a greater technology capability geared toward meeting objectives that are consistent with STF funding areas.

7. A project that funds the technology personnel needed where added staffing can provide added value to the students that can be substantiated and reviewed over time. This does not include positions that have a significant administrative or faculty research component.

Allowable Expenses
Project proposal budgets are expected to cover the costs of project implementation and the transition from project implementation to ongoing use.

The following will not be supported with technology fee funds, and therefore cannot be included in proposals submitted in response to a technology fee proposal:

- Overhead
- Faculty or staff office laptop computers or software
- Hardware, software, or services to be used for administrative purposes
- Software upgrades
- Wireless or wired networks other than those provided and managed by FAMU EIT; Laboratory equipment, consumables, or printing supplies;
- Yearly maintenance of equipment and reoccurring expenses
• Summer faculty positions
• Faculty or staff positions which are not fully dedicated to the project, especially if they are meant to be continued after the project
• Facilities renovations
• Furnishings

The technology fee revenues are solely intended to improve instructional technology and should not be used to fund expenditures that should be paid from the unit’s operating budget. Any proposal that conflicts with these guidelines should be explained in the proposal, which emphasis why alternative funding sources cannot be utilized.

Management of Technology Fee
The following principals will apply to management of the fees collected:
• Funds from the STF should not be used to duplicate other resources and fees at FAMU, expressly the equipment fee and materials and supplies fee.
• Unused funding for projects will be returned to the fund for other projects

Administration of the STF Fund and Allocation of STF Revenue
The STF fund will be administered by a FAMU STF committee, which has substantial student representation in the deliberations and selection of projects to be funded. The process of allocation of a designated significant portion of the funds will be competitive. One and two other portions of the funds will be allocated to the department of Instructional Technology and to the division of Enterprise Information Technology for planned projects to be approved annually by the STF committee

STF Fund Committee
The STF Fund committee will comprise primarily of students, staff and faculty, who will oversee the funds generated by the fee and make recommendations for changes in the fee within the rules by which the STF is regulated. The STF Fund committee will be comprised of a chair and fifteen (13) members:
• Three (3) students; selected by the Student Body President (and approved by the VP for Student Affairs)
• Three (3) faculty members;
• The director for Instructional Technology Center;
• Two (2) professional staff representing Enterprise Information Technology;
• One (1) representative from the Division of Academic Affairs
• One (1) representative from the Office of University Retention
• One (1) representative from the Division of Financial and Administrative Affairs and
• One (1) from representative from the Division of Student Affairs.

The CIO and Vice President of Information will be chair or appoint a chairperson of the STF committee. The CIO/chairperson will vote only in the event of a tie. Initial terms of
appointment are for two (2) years, with half of the committee members in the first year designated to serve only a one-year term. Each year, the Committee will; solicit proposals for uses of the funds derived from the fee, evaluate the proposals; and select the proposals to be funded.

**Membership Roles**
Each member of the STF Fund committee is expected to:

- Attend and contribute in all scheduled meetings;
- Participate in the review and evaluation process.

To ensure that the process is fair and unbiased, members of the STF Fund committee should not discuss opinions or evaluation results with each other, except at scheduled meetings. Members of the STF Fund committee are prohibited from submitting proposals.

**Meetings**
Regular meetings will occur at least twice a semester and once during the summer. However, emergency meetings can be scheduled at the discretion of the committee chair. Members will be provided with 48 hours notice.

**Competitive Process**
The Student Technology Fee committee from each academic department on a bi-annual basis shall solicit proposals for expenditures of technology funds. Members of the Committee are primarily responsible for assessing and communicating University technology driven student-learning needs. The announcement of funding opportunities for laboratory equipment, computers, applications, systems and other general technology needs (especially those that inculcate new ideas and innovative approaches) will be widely circulated for suggestions by students; faculty and other University stakeholders. University stakeholders are encouraged to bring their requests for funding to their respective Committee members, department chairs, and/or the Dean’s Office. Laboratory supervisors, graduate teaching assistants, and faculty members are also encouraged to make requests for funding. The proposals must comply with Florida Statutes Section 1009.24 and must “enhance instructional technology for students and faculty”.

**STF Fund Proposal Format**
Projects proposals will be submitted on a standard template and must provide the following information:

- Project Short Title
- Project Goals and Objectives
- Brief Description of Project and alignment of FAMU Strategic Plan
- Demonstrated Need
- Number/Percentage of Students/Courses(s) Served
• Expected Impact on Student Learning
• Methodology of Measuring Impact on Student Learning
• How will success be measured? Provide metrics
• Describe Sustainability of Project
• Describe ongoing costs
• Provide description of additional funds

All requested equipment and software must conform to the University’s technology standards. Projects and initiatives that encourage collaboration between FAMU colleges/schools and units are highly encouraged.

All requested equipment and software must conform to FAMU EIT standards. College or departmental matching funds may be used to supplement technology fee funding and are encouraged. Some commonly requested items, such as PCs, will be purchased centrally in quantity in order to reduce per-unit costs. Thus, some substitutions may be required where appropriate. Proposals requesting more than one multimedia classroom or classroom upgrade must include all such rooms in a single proposal and list rooms individually in priority order.

**Process for Submitting Proposals**

1. Submit your request electronically to stf@famu.edu
2. Request will be forwarded to Enterprise Information Technology (EIT) and Office of Instructional Technology (OIT)
3. EIT and OIT will schedule a site survey, within 2-3 weeks of receipt, with the project lead
4. A needs assessment and quote will be obtained by EIT and OIT
5. Quote and needs assessment will be reported to STF Committee
6. STF committee will meet to make final determination
7. Notification will be sent to the requester after the STF Committee meets
### Important Dates

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<thead>
<tr>
<th>*Important Dates for the STF Funding Cycle</th>
<th>Fall Cycle</th>
<th>Spring Cycle</th>
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<tbody>
<tr>
<td>First call for Project Proposals</td>
<td>September 2</td>
<td>January 13</td>
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<tr>
<td>Second call for Project Proposals</td>
<td>September 16</td>
<td>January 20</td>
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<tr>
<td>Deadline for Project Proposals</td>
<td>October 14</td>
<td>February 3</td>
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<tr>
<td>Notification of rejection or invitation of interview</td>
<td>October 28</td>
<td>February 17</td>
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<tr>
<td>Interview of accepted projects with STF Fund Committee</td>
<td>November 4</td>
<td>March 3</td>
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<tr>
<td>Notification of funded proposals to Principal Investigator</td>
<td>November 11</td>
<td>March 10</td>
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<tr>
<td>University notification of funded proposals</td>
<td>November 13</td>
<td>March 14</td>
</tr>
<tr>
<td>Funding available to awarded proposals</td>
<td>November 18</td>
<td>March 17</td>
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<tr>
<td>Progress Reports Due</td>
<td>6 months after award</td>
<td>6 month after award</td>
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* Subject to change

### Project Management

The following guidelines will be established to ensure proper project management and overall accountability throughout the duration of the project:

- Each project must have a project coordinator. This individual will be responsible and accountable for all aspects of the project.
- Cost monitoring will be accomplished and any project changes which require an increase in cost will be required to have approval from the STF Fund committee before proceeding.
- Project reporting will be made each semester, mapping actual identified success criteria to metrics provided in the proposal.
- Projects will be closed out with all accounting entries and a report of accomplishments.
- Failure to comply may impact your project and any future proposals.
- For any facility related Projects, contact the FAMU Department of Construction and Facilities Management.
- Failure to provide a Progress Report will affect any request for future projects.
- Modifications are not allowed, once the STF committee has approved your project.
- You will have 6 months to provide the necessary information needed to purchase your approved items, or all unused funds will be returned.
**Frequently Asked Questions**

1. **Question:** How will I know if my proposal has been approved?  
   **Answer:** You will be notified via email from stf@famu.edu once the Student Technology Fee Committee has reached a decision.

2. **Question:** What is an acceptable/official vendor quote?  
   **Answer:** An acceptable vendor quote is official vendor quote, when it is on the vendor letterhead head, and the quote has not expired.

3. **Question:** How will I know when my order has been placed?  
   **Answer:** You will be notified via email from stf@famu.edu once Purchasing has dispatched a Purchase Order to your selected vendor(s).

4. **Question:** Who is responsible for tracking my order once it has been placed?  
   **Answer:** It is the responsible of either the Project Lead and/or Project Members to make contact and follow through with the vendor(s) once you receive your Purchase Order number(s).

5. **Question:** What if my requested amount is not the same as my approved amount (i.e. requested $4,000.00 approved for $2,000.00)?  
   **Answer:** The committee may decide to approve your proposal; however, it may not fund the entire amount. You will be contacted via email from stf@famu.edu informing you of the approved amount minus any adjustments. If new quotes are needed, you will be informed at that time as well.

6. **Question:** What if my quote has expired and the vendor is now requesting more money in order to fulfill my order?  
   **Answer:** Before placing your order, the committee will ensure the quote is up to date and not expired. However, if there is a request by the vendor for additional funds, you must make that request to the committee or use other funds to complete your order.

7. **Question:** If my proposal is denied, can I revise it and resubmit it with proper justification?  
   **Answer:** If your proposal is denied, you may revise it and resubmit it; however, the proposal must be submitted during the required timeline.

8. **Question:** Who is authorized to submit a Student Technology Fee Proposal?  
   **Answer:** Projects may be proposed by students, staff and faculty.

9. **Question:** Who do I contact if I have questions regarding my Student Technology Fee Proposal?  
   **Answer:** Please direct all inquiries to stf@famu.edu or call Ms. Trinea Samuels @ 850.412.7697 or 850.599.3560