

## UNBF - Student Technology Fee Committee Terms of Reference (Updated 2015)

### Mandate:

To improve the technology environment for all students at UNBF, including technology-based teaching, learning, research, and administrative services.

### Committee

The Student Technology Fee Committee (STFC) is responsible for:

- selection and approval of projects
- development of related regulations

### Composition

- Representative, Fredericton Campus Student At Large - to be selected by the Student Union (SU)
- Representative, Fredericton Student Union (SU)
- Representative, Graduate Student Association (GSA)
- Representative, Adult Learners and Part-time Students Association ( ALPS )
- Representative, Distance Learner – to be selected by College of Extended Learning
- Representative, Information Technology Services
- Representative, Centre for Enhanced Teaching and Learning
- Project Manager, (ITS)
- Representative, Fredericton Deans Council
- UNBSJ Student Tech Fee Chair (non-voting)
- UNB oversight or administrative support representatives (ex-officio, non-voting).
  - Associate Vice-President, Information Technology Services
  - Associate Vice-President-Learning Environment

### Chair

The chair is either the ITS or CETL representative, jointly appointed by the Associate VP-Learning Environment and the Associate VP-ITS. The chair's term is three years. The chair may serve a maximum of 2 consecutive terms.

The chair is responsible for:

- the effective functioning of the committee, including recruiting new members
- the application of the regulations relating to the Student Technology Fee
- Authorizing expenditures of up to \$2000 to cover project overages
- authorizing extensions to funding expenditure deadlines to a maximum of 1 year beyond the normal deadline
- project exceptions management
- full review of the Terms of Reference at minimum once per term of the chair

### Voting

A simple majority vote of the committee voting members is necessary to approve the selection of projects to be funded by the fee and all changes to the functioning of the committee. In the event of a tie, the Chair will cast the deciding vote.

### Meetings

An annual meeting is held in late February or March to approve projects and attend to committee business. This meeting shall normally be held prior to the Priority Funding Committee meetings. Other meetings may be called as required. In lieu of meetings, for particular issues or in special circumstances, votes may be conducted via email.

## Funding

### Available Funds

Available funds for the coming year are estimated during the annual planning and budgeting cycle.

Available funds are:

- the aggregate of the Student Technology Fee approved by the Board for collection from students at the University of New Brunswick Fredericton Campus, plus
- any unspent funds from previous years, plus
- any adjustment to the estimated funds once actual revenue from the previous year is known.

Available funds are to be allocated as follows:

1. **General:** All funds shall be expended on general submissions except as follows:
2. **Reserve:** 5% allocated for a reserve to cover project overruns, emergency funding, revenue shortfalls, etc.
3. **Promotional funds:** \$1,500 shall be allocated as promotional funds used to solicit proposals from students and to identify completed Student Technology Fee funded projects.
4. **Student clubs and organizations:** a maximum of 5% for submissions benefiting student clubs and organizations, defined as:
  - i. Clubs and organizations recognized by the Board of Governors
    - a. Student Union of the Fredericton Campus (SU)
    - b. Graduate Students Association (GSA)
    - c. Adult Learners and Part-time Students (ALPS)
    - d. CHSR
    - e. The Brunswickan
  - ii. Clubs and organizations which have filed their constitutions and been recognized by the Student Union of the Fredericton Campus.
  - iii. Clubs and organizations which have filed their constitutions and been recognized by Campus Recreation and Intercollegiate Athletics:
5. **Graduate students:** a maximum of the amount calculated by multiplying (the most recent number of full time equivalent graduate students multiplied by the student technology annual fee per student) shall be allocated for submissions benefiting graduate students. Projects funded under this allocation may also include those that benefit all students (including Graduate Students). This allocation would not exceed the proportion of graduate students to undergraduate students.

### Funding Award and Spending Deadline:

Funds for approved projects shall be made available at the beginning of the new fiscal year. Expenditures from approved projects must normally be completed within 18 months of funding availability at which time accounts will be closed and any unspent funds from completed projects, regardless of the purposes for which they were allocated, shall move to the Reserve fund.

### Submissions

1. **Students:** Requests for student submissions shall be posted by mid October, with a submission deadline by mid November of each year. These submissions will be developed by ITS in conjunction with Faculties and departments in order that they may be re-submitted by the sponsoring department as part of the faculty/staff submission process.
2. **Faculty and Staff:** Requests for faculty and staff submissions shall be made through the same process as other one-time funding submissions, with submission deadlines coinciding with Non Space/A&R funding submission deadline. Proposals may be reviewed by the STFC to verify configuration, costs and expected impact upon existing resources and may be modified, or conditions attached through discussions with the proposal submitters.

**General information about submissions:**

- **Established policies:** Submissions must adhere to established policies, such as the UNB Acceptable Use Policy, etc. (see ITS website)
- **Project Sponsors:** Submissions from students must be sponsored by a member of the University faculty, administration or support staff
- **Length of funding:** Submissions are generally for one time funding only and are not intended to cover any on-going expenses. Some multi-year projects may be approved for a maximum of 5 years (e.g. taking advantage of software license discounts), assuming all costs are estimated for the duration of the multi-year project. At the end of the 5-year period, a new multi-year submission must be submitted.
- **Technology and Technology Environment:** Submissions may include equipment and materials, furniture, alterations & renovations or any non-space related amounts as are required to enable the use of technology in the space. It is not the responsibility of the committee to identify such requirements and the funding of such requirements shall be at the discretion of the committee. If required, submissions must include network and electrical upgrades.
- **Student Employment:** Submissions may include student employment expenses required to effectively execute the project.
- **Supporting Documentation:** Submissions must include supporting documentation, particularly quotes and estimates to support the proposed project expenses.
- **On-going management and costs:** A plan for on-going support and management of the proposed project is required, including identification of how any on-going costs will be addressed, unless the project falls under a group whose general responsibility it is to provide this support.
- **Proposal Ranking:** Units submitting multiple proposals are required to rank them, and to indicate the ranking on the proposals.

**Project evaluation criteria:**

1. Supports the mandate of the Student Technology Fee
2. Not already funded by fee for service or other mechanism (example: printers).
3. Provide benefit to maximum number of students
4. Degree of benefit, particularly if affecting a small number of students
5. Funding dependencies (e.g. joint A&R component or multi-year funding)
6. Academic or Non-academic unit project ranking

**General guidelines:**

- ITS provides general project management and publicity services.
- Review of multi-year projects (allocation, etc.)
- When developing the process for financials, multi-year funding projects must be taken into account. Standing commitments for these must be honored. The following projects are examples of typical multi-year funded proposals:
  1. Public computer lab renewal
  2. Wireless renewal
  3. Media Lab equipment and Adobe Creative Cloud renewal
  4. Student Response System renewal
- Technology funded through the Student Technology fee must be used for purpose for which it was intended until it is replaced or decommissioned unless given consent by the Committee chair.
- When possible, projects are to be implemented during the summer of the year in which they were funded, or as soon as possible thereafter in order to provide immediate benefits to students.
- ITS has the right to redeploy furniture, computers, and/or related materials replaced or funded through the Student Technology Fee and then decommissioned.
- CETL has the right to redeploy audio visual and instructional technologies replaced or funded through the Student Technology Fee and then decommissioned.