

**Information Technology Advisory Council (ITAC)**  
**Meeting Minutes**  
**December 12, 2003**

The meeting was held on Friday, December 12, 2003 in El Pomar Center Room 304C at 9:00 a.m.

Members Present: Jerry Wilson, Jackie Crouch, Sue Byerley, Ann Hickey, Barbara Gaddis, Ed Chow, Leslie Manning, Harriet Napierkowski, Janeen Demi-Smith, Brian Schill, and Craig Decker

**AGENDA**

**1. OLD Business**

- a. **Student Government Computer Lab Background:** The background is being finalized and Brian Schill is working with the IT department to have this installed on the new lab computers that will be installed over the Christmas break
- b. **E-mail as Official Communication Policy Update:** The policy is in process with two sub-committees formed (one to address items deemed “Vital” and one to address items deemed “Informational”). Steve Ellis is in charge of the “Vital” sub-committee with Mary Yates chairing the “Informational” sub-committee. Information about student e-mail will be included in the student orientation packet that is distributed by Admissions and Records. Students still have the ability to change their e-mail of record in the SIS system; however this function may be removed by the beginning of Spring 2004 semester. E-mail accounts are now being generated for all students enrolled at UCCS including C1, C2 and C3.
- c. **Distance Ed Task Force Update:** The task force last met in late November. Each college’s Associate Dean is in charge of convening the college’s committee to consider requesting authorization for course specific fees for online courses to recover actual overhead costs as well as an additional amount requested to be used for ongoing online program development and expansion.
  - i. Ann Hickey reported that the College of Business is uncomfortable requesting a course specific fee for traditional on-site courses. It was recommended that this particular portion of the proposal be tabled so as not to delay the process for fees that would apply to C1 fully online courses. Each college has the ability to tailor the course specific fee proposal how it best sees fit for it’s individual needs.
  - ii. There was much interest and discussion around this topic with Brian Schill stating that he would not recommend support for the fees from student representatives as the use of any fees collected were not specific enough. It was explained that it is each college’s individual responsibility to justify course specific fees and how they would be used.
- d. **Open Computer Lab/Library Computer Replacement Update:** Approximately 400 campus computers will be replaced over the Christmas break. The IT department has identified about 150 computer systems on the UCCS network that currently use an operating system older than Windows 2000 and/or

with a processor of Pentium II or lower. The goal is to use the Lab/Library computers that are being replaced to replace these old systems. After those systems are replaced, the IT department will offer the remaining computers to other sites on campus (open computer labs not currently under IT's budget and individual faculty computer replacement). Anyone interested should use the Computer Upgrade request web page that was established by the IT department to request one or more of these computers.

- e. **WebCT License Expiration Reminder:** A general reminder that the current WebCT license will expire on December 31<sup>st</sup> and that all courses currently using this server must be backed up for transfer to another course management system. Contact Kathy Andrus of the Teaching and Learning Center for assistance with transfer of files to e-College's e-Companion product or to request a new shell to house the files. The TLC will also provide faculty training in the e-College course management system.

## 2. NEW Business

- a. **Student Technology Fee Process:** Chancellor Pam Shockley requested that this committee review the current Student Technology Fee Process to determine if it is working in a way that best meets the needs of this campus for now and in the future.
  - i. Brian Schill noted an objection that this matter was brought to this committee rather than directly to the students via the student government and questioned the reasoning behind this. The request came out of a meeting between Jerry Wilson (IT Director) and the Chancellor in reviewing the outcomes of the Fall 2003 Student Tech Fee recommendations.
  - ii. All members of this committee were provided with a copy of the Fall 2003 Student Tech Fee recommendations for review (see attached). Questions were raised about the policy that is currently in place and whether or not all proposals are represented in an equitable manner before the Student Tech Fee Committee. Members of the ITAC present today who also are members on the Student Tech Fee committee are Brian Schill (Student Government), Sue Byerley (Faculty Representative) and Jerry Wilson (IT Director). After much discussion and review of the current policy, the IT Advisory committee decided to make a recommendation to the Chancellor that the process be reviewed at a higher level for possible updating and clarification of the Strategic Plan as a guiding force for proposals.

The meeting was adjourned at 11:00 a.m. The next ITAC meeting will be on Friday, February 13, 2004 at 9:00 a.m. in El Pomar Center 304C.

# Student Learning Technology Fee Policy

Last modified: June 22, 2001

## I. Introduction

The Student Learning Technology Fee (LTF) was implemented in May 1991 as a request of the initiative taken by the students at the University of Colorado at Colorado Springs (UCCS). They saw a need to improve the quality of students' education and to upgrade the quality of technology on campus over and above that quality possible by the funds spent on technology from capital expenditures and the annual operating budget. The LTF provides a constant funding base dedicated to the development and maintenance of state of the art technology available to all students at the UCCS. This policy will be in effect following approval by the UCCS Administration and Student Government Association. With these approvals, the Learning Technology Fee Committee (LTFC) will be created to oversee the disbursement and management of the funds collected from this student fee.

## II. Amount of the Fee

Any change to the LTF must follow the guidelines set for the implementation, change, or increase of student fees in the UCCS Student Government Association (SGA) Constitution, the CU Board of Regents, the UCCS Institutional Plan for Student Fees, laws within the State of Colorado, and policies set by the Colorado Commission on Higher Education (CCHE).

## III. Use of the Fee (as approved by the Board of Regents, May 1991)

- a.
  1. To purchase new equipment and software accessible to all students.
  2. To maintain and upgrade telecommunication equipment used in all current and future learning centers.
  3. To develop a broad set of informational communication offerings accessible to all students.
  4. To augment, update, and maintain equipment in existing computer labs and learning centers.
- b. The LTF cannot be used for salaries of permanent employees (salaries of student employees are acceptable), travel, and training (except for student employees).
- c. Accountability and responsibility for appropriate use of the LTF funds for the benefit of all students reside under the aegis of the Vice Chancellor for Academic Affairs (VCAA).
- d. The LTFC must ensure that the use of the LTF is consistent with a long-term campus technology plan, which will be revised every three years.
- e. Funds from the LTF may be spent only on items approved by the LTFC.

## IV. Membership of the Committee

- a. One (1) Chair-who will be the VCAA and a nonvoting member. The Chair is responsible for disseminating all information pertinent to the other members of the LTFC to

ensure they make informed, sound decisions as to the disbursement and management of the LTF.

b. Six (6) Students-who will be the Student Deans from the UCCS SGA as defined in the UCCS SGA Constitution (currently the number is five Student Deans). If the number of Student Deans is less than six, the remaining student(s) will be appointed by the Co-Executives (or President and Vice President) of the Student Government Association to make the total number of students equal to no less than six (6) students. The coexecutives (or President and Vice-President) will appoint a student from the unrepresented college or school. All six (6) students will be voting members of the LTFC.

c. One (1) faculty representative from the ITC (or similar body). This person will have voting power. This representative should not be a student representative on the ITC.

d. One (1) Director of Information Technology-who is the current or Interim Director of the Computing Services Department. This person will have voting power.

e. One (1) Vice Chancellor of Student Success. This person will not have voting power.

f. One (1) Dean who will be appointed by Dean's Council. This person will have voting power.

g. There must be a quorum at every LTFC meeting to make any financial decisions about the disbursement of the LTF. Quorum for the LTFC is defined as four (4) of the six (6) students, the Faculty Representative, the Director of Information Technology, and the VCAA in attendance.

## **V. Charge of the LTF Committee**

The Learning Technology Fee Committee's responsibility is to manage and disburse fees collected from the LTF in the interest of the UCCS Student Body. Disbursements from the LTF are to be approved by the Learning Technology Fee Committee. The VCAA has signatory authorization for the disbursement of the funds. The VCSS will review for CCHE reporting. If for any reason the LTFC finds that funds from the LTF have been misused or spent on items that were not authorized by the committee, then the LTFC must audit the account and/or the proposal (s) in question. It is up to the LTFC to decide how to rectify the situation.

## **VI. Management of the LTF**

a. The LTFC is responsible for the management of the LTF. The LTF must ensure that the use of the LTF is consistent with a long-term campus technology plan to be revised every three years. The plan is to be organized by the Information Technology Council and reviewed by the University of Colorado at Colorado Springs Campus' Faculty Representative Assembly, Staff Representative Assembly, and Student Government Association.

b. At all times, the fund balance shall retain an amount no less than 50% of the estimated technology fee income for any given year. The reserve may be used only in an emergency and when authorized by the LTFC. Any expenditure from the reserve is to be replenished from the following year's technology fee income.

c. The LTFC will disburse funds in two ways: (i) continuing disbursement for the purpose of

effective, sustained technology that is accessible to all students; and (ii) disbursement for solicited technology projects and proposals as called for by the LTFC in the fall and spring of every year.

d. The LTFC shall meet at least once during every semester to disburse funds, review accountability reports, and to consider technology projects.

e. Funds can be used to support multiyear projects that are aligned with the UCCS Information Technology strategic plan. Such projects need not be resubmitted each year but annual progress reports must be submitted on these projects. These reports must include expenditures to date, a description of implementation progress and measurable outcomes for the next reporting process.

## **VII. Continuing disbursement process**

a. To enable the most effective and efficient use of funds, a percentage of the LTF funds is continually disbursed to IT Services and to the Student Success Initiative for the direct support of computing environments accessible to all students and for the maintenance and replacement of technology used by the Excel Learning Centers. These units must report the use of these fees at every meeting of the LTFC.

i) Using 30% of the total LTC funds that are available in a given year, IT Services shall ensure that open computing environments are equipped with up-to-date hardware and software (within 3 years), that such environments are staffed and maintained, and that such environments are accessible with enough open hours. Specifically, IT Services is authorized to use these fees for the purpose of paying student employees who will monitor the computing environments and to establish a reserve of funds that will be used to replace obsolete equipment or purchase new equipment for the open computing environments.

ii) Using 15% of the total LTC funds that are available in a given year, the Student Success Initiative, in conjunction with IT Services, shall ensure that the Excel Learning Centers are equipped with up-to-date hardware and software (within 3 years), that such environments are staffed and maintained, and that such environments are accessible with enough open hours. Specifically, the Student Success Initiative and the Directors of the Excel Centers is authorized to use these fees for the purpose of establishing a reserve of funds that will be used to replace obsolete equipment or purchase new equipment for the Excel Learning Centers and to pay student employees who will monitor the Learning Center technology.

b. IT Services and the Student Success Initiative are completely accountable for the use of LTF funds and shall present financial reports regarding the use of these funds to the LTFC in each semester that the LTFC meets. In particular, each of these units must present a brief report on the use of these funds (with reference to part a)) that include, if possible, receipts or invoices indicating equipment purchased or work performed. These reports are to be kept on file by the Senior Faculty Associate for Information Technology.

## **VIII. Solicited technology proposals**

- a. Proposals may be submitted by students, faculty, staff, or administration according to the guidelines and criteria established by the LTFC. These guidelines, criteria, and forms are to be created and reviewed by the LTFC every year in compliance with this document.
- b. Any student who submits a proposal must currently be enrolled in at least three (3) credit hours.
- c. All proposals must adhere to the UCCS SGA Constitution, the UCCS Institutional Plan for Student Fees, laws within the State of Colorado, and policies set by the CCHE.
- d. No member of the LTFC may vote on a proposal if it is his or her own proposal.
- e. Calls for proposals will go to students, faculty and staff at the beginning of every fall and spring semester. The LTFC will meet at least once a semester to review proposals, grant funding to those proposals selected, and monitor the progress of on-going projects. Fall proposals will be due by 15 October and the LTFC will finalize fall funding by 15 November. Spring proposals will be due by 15 March and the LTFC will finalize spring funding by 15 April. Reviews of each disbursement will occur at one meeting per semester.
- f. All proposals must itemize all proposed expenditures.
- g. After the expenditures for each approved proposal have been completed, the VCAA must receive and keep on file copies of all accounting documents for each proposal for one (1) calendar year.

## **IX. Policy Changes**

This policy can be revised only with the approval of both the UCCS SGA (Student Government Assembly) and the following members of the UCCS Administration (Chancellor, VCAA, VCAF, and VCSS). All changes must be consistent with CCHE policies and the UCCS Institutional Plan for student fees.

# Memo

To: Chancellor Shockley-Zalabak  
From: Jeremy Haefner, Chair, Student Technology Fee Committee  
CC: Vice Chancellors Burnett, Henderson, Redding  
Date: February 10, 2004  
Re: Recommendations for Student Technology Fee proposals funding

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The attached spreadsheet specifies the recommendations made by the campus Student Technology Fee committee on October 31, 2003. As per the campus policy and procedure, these recommendations are made to the Chancellor for approval. Upon approval I will notify the principle contact for the projects and initiate the development process.

For the fall 2003, approximately \$338,000 was collected that could fund requested projects. The committee is recommending that 15 projects be funded for a total of \$279,686.

Please notify me how you would like to proceed with these recommendations. As usual, if you have any questions please do not hesitate to contact me.

<b>Fall 2003 Student Technology Fee funding recommendations</b>				
<b>Name</b>	<b>Cost</b>	<b>Approved</b>	<b>Brief Description</b>	<b>Notes</b>
Campus Web Radio	\$5,300.00	\$3,800.00	Requests STF funding to continue campus web radio	This money cannot be used to fund student employees because this is a club. \$1500 unfunded.
JSTOR Database	\$8,000.00	\$8,000.00	New database for LAS majors	Everyone benefits but mostly an LAS database
24 Hour access	\$19,200.00	\$19,200.00	Another year of 24 hour access for students in fall and spring.	Get more applications such as those used by COB; try to track the type of students who use this service.
Laptop LCD proposal	\$4,190.26	\$4,190.20	Laptop and projector purchase for campus IT	Recommend that another laptop be proposed in spring.
Plasma monitors for UC	\$68,579.56	\$38,029.56	Project to install 4 plasma screens that will serve as 'kiosk' and information dissemination in UC	Need policy on use; can we use LCDs instead of plasma? Are there issues for facilities? Recommend only 2 screens now but could resubmit in spring. Many details need to be fleshed out.
Freshman on the move	\$10,000.00	\$0.00	A curriculum project to make freshmen aware of exercise need.	Not funded. There other resources to pursue.
Dwire Info Kiosk	\$11,818.00	\$0.00	A computer kiosk for information display	Not funded. Use business user fee rather than campus fee.
Dwire Cart Proposal	\$4,580.80	\$0.00	A computer cart and projector for Dwire	Not funded. Use the campus resources - check out laptop from IT
Assistive Tech project	\$5,486.00	\$5,486.00	A project to better serve disabled students	

Legos Robotics project	\$9,000.00	\$9,000.00	A proposal to purchase materials for general ed course on engineering and robotics	One time funds. Encourage all students to look into - use flyers. Open competition to campus. Freshman seminar idea? Leave room for non-eng students
Printers in EPC	\$50,000.00	\$25,000.00	Replace printers in EI Pomar Center	Funding to replace only half
Printers in Columbine	\$55,000.00	\$27,500.00	Replace printers in Columbine	Fund only half
Server backbone	\$5,000.00	\$5,000.00	Purchase new server for IT	
Wireless network	\$9,050.00	\$9,050.00	Extend wireless network to UC	Work with Jeff.
VPN servers	\$10,000.00	\$10,000.00	Increase server support for VPN	
Computer replacements for classrooms	\$14,904.96	\$14,904.96	Replace computers in smart classrooms for Engineering building	
New server for library	\$23,140.00	\$23,140.00	Purchase a new server for the library	
Apple computers for multimedia	\$16,485.60	\$16,485.60	Purchase new apple computers for multimedia lab	Staff needs to help students. Offer workshops to students.
Classroom projectors in Columbine	\$35,910.00	\$35,910.00	Replace projectors in Columbine	
Paper and toner for EPC, Columbine	\$24,990.00	\$24,990.00	Allow IT to recoup some expenses on printing issue.	Need more awareness of printing problems. Enforce duplex printing.
<b>Total</b>	<b>\$390,635.18</b>	<b>\$279,686.32</b>		
Out of \$338,888		59,201.68		