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STUDENT TECHNOLOGY FEE COMMITTEE

The Student Technology Fee Committee (hereafter “the committee”) is a standing university committee charged with overseeing the dispensation of funds associated with the University’s collection of the technology fee in accordance with Florida Statutes.

The 2020 Florida Statutes		
Title XLVIII K-20 EDUCATION CODE	Chapter 1009 EDUCATIONAL SCHOLARSHIPS, FEES, AND FINANCIAL ASSISTANCE	View Entire Chapter
1009.24 State university student fees.— (1) This section applies to students enrolled in college credit programs at state universities. (2) All students shall be charged fees except students who are exempt from fees or students whose fees are waived.		

(13) Each university board of trustees may establish a technology fee of up to 5 percent of the tuition per credit hour. The revenue from this fee shall be used to enhance instructional technology resources for students and faculty.

CHARGE & GENERAL MEMBERSHIP

The University Student Technology Fee Committee administers the annual distribution of Student Technology Fee revenues. This Committee will review proposals and make recommendations for funding on the basis of proposals and the benefit to the instructional mission. In addition, the committee can recommend necessary policies and procedures (and changes) in order to appropriately utilize the University’s technology fee.

Meeting Frequency: During the Academic Year and as needed.

Membership

- Vice Provost of Academic Affairs, Ex officio, Chair
- Vice Provost of Student Affairs, Ex officio
- Chief Information Officer, Ex officio
- Director of Student Life, Ex officio
- General Counsel representative, ex-officio (non-voting)
- Finance representative, selected by the CFO
- Two (2) Department Chairs, selected by the Provost
- Faculty (1) representative, selected by the Provost

- Faculty (1) representative, selected by the faculty governing body
- Three (3) student representatives selected by SGA

Policy Reference

- Section 1009.24(13), Florida Statutes
- FPU-4.001 Tuition and Related Fees Schedule

PURPOSE AND DEFINITIONS

Consistent with Florida Statute, funds shall be distributed in order to “enhance instructional technology resources for students and faculty.”

This document outlines the operation of the committee as it reviews proposals and awards projects.

Instructional Technology Resources: tools and resources used *by faculty* in preparing and delivering instruction (including support of the faculty’s ability to utilize such tools) as well as tools and resources used *by students* in their learning (and support of students’ ability to use those tools). Thus, instructional technology includes (but is not limited to) items such as computer hardware and software, classroom technology, computer lab facilities, technology infrastructure used in teaching and learning, instructional delivery platform enhancements, databases and library resources, support services for instructional technology, and support for academic innovation.

Instructional technology specifically *does not include* items such as administrative information systems and technology support for administrators, business process improvement, or administrative reporting functions. However, we recognize that some common technology resources – such as faculty computers – are used for both instructional and non-instructional purposes.

Enhancement: an improvement over the current state of instructional technology available to Florida Poly students, faculty, and instructional support staff. In some cases, an “enhancement” may be a replacement of aging, failing, or outdated equipment.

FUND ALLOCATIONS

Florida Polytechnic University Student Technology Fee funds will be apportioned as follows to support student and faculty instructional technology resources.

- **Emergent Needs:** These provide resource for the University via the committee to be responsive to and proactively manage circumstances that may arise impacting a class of students. It is not intended to address individual student issues. Maximum annual funding should not exceed 5% of annual budget.
- **Student Innovation Projects:** These proposals are submitted by small groups of students led by a student principal investigator (PI) and (Co-PIs). They define a specific project scope and deliverable and require a faculty sponsor. Projects must include a detailed plan as well as description for how funds will be used and a timeline for completion. Projects in general are not capstone design projects. Single award limited to \$2,000. Maximum annual funding for these projects should not exceed 5% of the annual budget.
- **Faculty Instructional Projects:** FIPs are led by a faculty “principal investigator” and may be

individual or small team projects with the intent of exploring a new application of instructional technology. These are time-limited projects (up to two years in length, though no guarantee of second-year funding) and allocations of Technology Fee funds to these projects are non-recurring. Faculty are expected to present the results of their project upon completion. Proposals must include prospectus, timeframe, and intended results or outcomes. Labor is specifically not funded for these projects. Annual funding for these types of projects should not exceed 35% of the annual budget and single project funds typically should not exceed 20% of the allocation applied for these projects.

- **Systemic Projects** These are projects proposed by operational units of the university (Academic departments, library, academic/student service units) for instructional technology enhancements of unit-wide or university-wide scope. Annual funding for these types of projects should not exceed 75% of the annual available funds.

The committee will score proposals and make a recommendation, based on funds available, for allocation of funds to projects that have been proposed. The committee may recommend funding for a project in whole or in part, noting that partial funding decisions must be made carefully to ensure that there is benefit to the institution. The recommendation goes to the Provost who can accept the recommendation as written, work with the committee to achieve a different result, or deny a portion (or all) of the funding request.

CALLS FOR PROPOSALS

Calls for proposals/announcements will be drafted at the earliest date in the academic year as possible and go out shortly thereafter. End-dates will be determined based upon the academic calendar and the time the announcements are released.

The intent is to provide two allocation (award) periods: one in spring, one in fall to provide faculty, students, and units opportunity to plan and react to needs.

The Committee may choose to award funds in whole or in part to a project in an effort to provide the broadest/best support possible. Additional sources of funds will be asked for with each proposal submitted.

The Provost's Office will receive all proposals and assign them accordingly. Proposals will be reviewed either on a first come, first serve basis or based on posted deadline, depending on the announcement for the particular award.

GENERAL PRINCIPLES FOR AWARDING AND MANAGING AWARDS

- The Committee strives to distribute funds broadly and/or in such a manner as to have the greatest possible positive impact on instructional effectiveness and student learning.
- The Committee requires follow-up reports on the uses of all funds dispensed to Student Innovation or Faculty Instructional Projects.
- With respect to all State and Institutional Policies, which take priority, any funds remaining at the end of the year will be held in reserve in subsequent years.
- Unused funding for projects will be returned to the fund for other projects.
- Funds may not be used to duplicate other resources and fees at the institution, such as equipment fees, materials and supply fees, but may be used to supplement other budgetary sources to fund a project.
- Funds are dispensed as one-time only with no assurance of support for recurring costs.

- Funds may not be used for salaries, stipends, or financial incentives of any kind.
- Post-Awards for Student Innovation Projects and Faculty Instructional Projects will be managed through the Office of Sponsored Projects as internal awards.

DESCRIPTION OF AWARDS, REQUIREMENTS, AND FORMAT

The following describes the four types of awards the Committee manages, including intent, scope, requirements, and format for submitting proposals.

All submissions must be submitted as a PDF to the Provost's Office at provost@floridapoly.edu with the name of the Award in the Subject Line and the list of contributors in the body of the email. Proposals must be submitted using the appropriate forms.

1. Emergent Needs

These awards are managed through the Office of the Vice Provost of Student Affairs to support areas such as an emergent need in Disabilities Services or to address an unforeseen circumstance such as webcams for the pandemic. The VPSA brings to the committee's attention the situation or circumstances for which a technology solution is needed to continue students' education or ensure equal access.

2. Student Innovation Projects

Student innovation project support is intended to provide students with supplemental or start-up capital to bring an idea into a prototype phase or support effort toward advancing research in their specific field of study. Funds will be used for hardware or software in support of the project. Projects should be aligned with the student's major, demonstrate high-level of rigor and connection to curricular principles learned in the major. Proposals may be individual or include multiple students (up to 5) and must have faculty sponsorship sign-off. The University retains ownership of all equipment purchased from the award.

Elements of the Proposal (template developed by the Office of Sponsored Projects)

- Title of Project
- Name(s) of Students and their Majors
- Date of Submission
- Amount requested/Specific Equipment, if applicable/Short statement of purpose for funds or equipment.
- Background and Goal of Project/Research
- Research/Project Plan and Preliminary Results
- Intellectual Merit and Broader Impacts
- Request for funds and intended use
- Works Cited/Consulted
- Signature page for all participants **including** Faculty sponsor and date.
- Appendices: Brief personal statements to include statement of previous research and/or coursework relevant to project. (limit 150 words per person)
- All in Calibri 11-point font or Times New Roman 12-point; single-sided; use page numbers; and use standard MS Word styles for formatting.

Note: follow-up report will be required showing results of project or progress at the time report is due (usually within 1 academic year).

3. Faculty Instructional Projects

Faculty instructional projects may be individual or small group. They may be done within or across departments, as part of a common course or separate courses. They must come from a specific instructional or student learning problem out of their own experience that the faculty wishes to address.

Elements of the Proposal (template developed by the Office of Sponsored Projects)

- Title of Project
- Name(s) of Faculty/Department(s)
- Date of Submission
- Amount requested/Specific Equipment, if applicable/Short statement of purpose for funds or equipment.
- Introduction
 - Statement of problem/specific research questions—
 - What gap(s) is this project intended to address?
 - Description of Research Context (type of class/instructional setting)
- Related Literature (lit review—may be brief 3 – 5 sources)
- Methodology
 - What data/information will be gathered, and
 - How will it be collected and validated, and
 - How will this approach provide reliability?
 - How the funding/equipment requested will support this project (if appropriate in this section)
- Assessment Plan
 - What are the learning outcomes associated with this project (the gap we're attempting to bridge?)
 - What is the desired level of achievement?
 - What is the anticipated percentage of students who will achieve this proficiency?
 - How frequently will assessment be conducted?
 - By what methods?
- Discuss the timeframe for your project.
- Discuss the potential impact for others as a result of this project.
- Works Cited/Consulted
- Signature page for all participants.
- All in Calibri 11-point font or Times New Roman 12-point; single-sided; use page numbers; and use standard MS Word styles for formatting.

Note: follow-up report will be required showing summary of implementation and results of assessment.

4. Systemic Projects

These are projects proposed by/on behalf of academic departments, library, academic/student service units intended to enhance the current instructional technology standard at which the unit operates.

Elements of the Proposal (template developed by the Office of Sponsored Projects)

- Title of Project
- Department(s) and Individual(s) responsible for proposal
- Date of Submission
- Total amount requested
- Equipment list, itemized

- Explanation of how the request enhances the department’s ability to deliver its mission (instructional or otherwise)—specifically, what problem, gap, or deficiency is being addressed by this request?
- Explain how it enhances student learning, student achievement, or student progression.
- Are there other sources of funding being sought or available to support this request, if so, what are they and in what amount?
- Describe, specifically, the impact of this proposal on the following:
 - What courses, programs, or student types will benefit?
 - Describe how they will benefit?
- Signature page of submitting faculty.
- All in Calibri 11-point font or Times New Roman 12-point; single-sided; use page numbers; and use standard MS Word styles for formatting.