Student Technology Fee (STF)
UW-Platteville Guidelines
(September 2017)

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) Using 43% of the total STF funds that are available in a given year, IT Services shall ensure that essential software is available for students. Software includes, but is not limited to: emergency alert software, mobile application to access administrative software (Pass Express), anti-virus software, library resources, and learning management software. If software licenses exceed the 43% of the total STF funds, the requesting party must consult STAC.

2) To enable the most effective and efficient use of funds, a percentage of the Student Technology Fee (STF) funds is continually disbursed to be used for salaries for IT and training services. Salaries should not exceed 35% of the total STF funds that are available in a given year. If salaries exceed the 35%, the requesting party must consult 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 campus general fund.

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 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 $5,000 may be required to go through the Information Technology Prioritization process prior to being awarded.

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.

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

- 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.
- 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.
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.

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