

Colorado School of Mines Technology Fee Guidelines

[Adopted Spring 1996]

[Updates: Fall 2015; Spring 2017]

Technology Fee Rationale and Purpose

Many higher education institutions find it financially difficult to provide adequately for the increasing computing and technology needs of their students. CSM's unique focus and mission make it especially difficult to support rapidly changing technologies since significant needs exist in all programs. CSM is considering the idea of assessing technology fees, as many Colorado public institutions have done, to address these needs based on the following issues:

- Technological skills provide fundamental advantages in the job market and play an increasing role in all areas of day-to-day life.
- The State of Colorado and Colorado School of Mines have many fiscal demands that make it difficult to maintain state-of-the-art technological environments for instructional programs and general student use in a time of rapid technological change.
- Although increasing numbers of students own personal computers, the cost to acquire all personal resources necessary to fully meet the demands of a rigorous educational program remains prohibitive for most students. Supporting the personal computing resources owned by students through provision of campus and Internet network access, dial-in services, software licensing, server support, and end-user support requires increasing investment in computing and networking infrastructure.
- The technology needs of differing programs and options may be unique, requiring specialized software, hardware, or other technological resources that are not readily accessible or affordable to students.
- Colorado School of Mines is committed to insuring that students have appropriate *access* to resources required to meet the needs of their academic program.
- Increasingly, the electronic delivery and/or availability of course materials may reduce (or avoid) some expenditures required of students for materials such as lecture and course notes, textbooks, manuals, and copying charges.

Therefore,

- to provide state-of-the-art instructional technology,
- to provide equitable access to technology resources at CSM,
- to adequately develop and maintain the infrastructure required to support the growing number of students wanting to connect their personal resources to CSM,
- to maximize the impact of both student-owned and institution-owned computing resources,
- to further provide CSM students with a competitive advantage, and
- to enhance and direct adequate funding to these purposes,

the collection of a technology fee is recommended. The fee is not intended as a *use fee* and therefore is to be assessed to all students regardless of academic option (major), specific course enrollment, or whether they use resources acquired through the expenditure of technology fee revenues. Revenues derived from the technology fee are intended to augment funds already expended for instructional technology and technology infrastructure. Technology fee revenues are not to be used to supplant or replace current or future budgets, fundraising efforts, or other income sources for technology support and projects.

Administration of Technology Fee

The Technology Fee Committee is established to solicit, review, and select proposals requesting expenditure of technology fee revenues. Since these revenues are derived from a targeted student fee, student participation and oversight is deemed essential in the authorization of fee expenditures. Faculty and administrative involvement are required also to insure that long term program interests are considered appropriately. Therefore, the committee shall consist of 3 undergraduate students appointed by USG 2 graduate students appointed by GSG, and 5 institutional representatives appointed by the CSM President. In addition to those 5 appointments, the President shall appoint a committee chairperson. The chairperson does not routinely vote on issues considered by the committee, but may vote whenever an issue considered by the committee results in a tie vote. The Committee shall establish operating policies and procedures within the following guidelines:

- The Committee shall establish proposal requirements and timelines.
- The Committee shall solicit and review proposals at least once per semester.
- The Committee shall operate under and observe all policies and procedures of the institution.
- The Committee shall work with the Office of Planning and Fiscal Services to establish technology fee revenue projections to determine the availability of funds in any given year.
- The Committee shall accept proposals from any academic program, department, or division; the Computing Center, the Library, and any official CSM Student Organization including recognized student chapters of professional societies and organizations.
- The Committee should work closely with the Computer Advisory Committee, the CCIT and other appropriate organizations to evaluate the technical aspects of proposals and to determine if there are external factors that may impact the viability of a proposal being implemented.
- No Committee member may vote on a proposal in which they have a vested interest or a conflict of interest, though they may participate in discussion. A faculty member may not vote on a proposal submitted by his or her program, department, or division. Student members may not vote on proposals submitted by their option department or by any student organization to which they belong.
- The Committee shall accept and encourage proposals that request matching funds so long as the full proposal meets the guidelines for expenditure of technology fee revenues. Such proposals may leverage all available sources and maximize the use of technology fee funds.
- The Committee shall accept proposals that request funding over multiple years since such plans may maximize efficient investment in technology in an incremental way. A

proposal may request capital funds for year 1 and maintenance and support funds for 3 to 4 years, for example, which may be the viable lifetime of equipment.

- The Committee shall encourage that proposals be fully-costed to include maintenance, upgrade, and operating costs over the expected lifetime of equipment.

Guidelines for Use of the Technology Fee

Technology Fee expenditures are intended to benefit students throughout their academic careers at Mines by providing access to resources that might otherwise not be available. Therefore, to ensure that Technology Fees are expended legally and appropriately, the following guidelines are established outlining authorized and prohibited uses of the Fee.

[Spring, 2017]: Due to recent increases in the number, value, and nature of the proposals for Technology Fee funding, the following clarifications to *Authorized Uses of Technology Fees* (below) and *Prohibited Uses of Technology Fees* (below) are provided:

- 1) Proposals should focus on funding for *technology*. Many proposals are submitted that, while they support the student academic experience and may potentially increase opportunities for student learning, are not related to the original purpose of this fee, which was to support enhancements around technology.
- 2) Priority will be given to proposals that have a positive impact to the largest number of students. Note that to have impact, students must have broad access to the resources being funded.
- 3) Proposals should focus on initial, capital investments of technology resources. Ongoing operational costs such as licensing fees, consumables, etc will receive lower priority for funding and may not be considered.
- 4) Matching funds – both direct and “in-kind” are encouraged and will increase the favorability of the proposal.
- 5) If more than one proposal is submitted from a department, the department head must submit a priority order for consideration of all submissions from the department.
- 6) Department Heads (and Deans, where appropriate) should be aware of and approve proposals. Letters of endorsement of proposals will be viewed favorably.
- 7) The stated impact of the proposal must be accurate and honest. Misrepresentation of potential impact to students will result in rejection of proposal and may have a bearing on consideration of future proposals from the department.
- 8) The Tech Fee Committee reserves to right to follow up on funded proposals to ascertain the resulting impact to students.

Authorized Uses of Technology Fees

1.) *Purchase, lease, and maintenance of computer or other technology hardware, software, and peripherals.* Resources acquired must be routinely available to multiple students in campus public or departmental laboratories or must be a shared resource such as a server or other shared resource that provides service to or supports lab computers, student-owned computers, or student users.

Examples:

- Computer lab computers, monitors, or upgrades
- Accessories such as scanners, printers, and plotters
 - Justification of why existing central resources is insufficient is recommended
- 3D printers
- Software for student use
- Software for computer administration or security
- Software or peripherals to support accessibility by all individuals
- Upgrades for the above software
- Software or hardware that allows student access to the network or other shared resources

2.) *“Purchase, lease, and maintenance of central or departmental resources that provide, support, or protect access to campus technology resources from student-owned computers.”*

Examples:

- Network infrastructure including security software and hardware
- Servers used by students or hosting academic resources used by students
- Storage and backup that is used by students

3.) *“Purchase, lease, and maintenance of instructional technology that substantively improves the learning environment for students.”*

Examples:

- Cameras, videoconferencing equipment, and projection systems
- Podium computers for classrooms
- Non-consumables / Capital investments for laboratory instruments intended for student use (not research use)
- Technology for academic or professional clubs

Prohibited Uses of Technology Fees

In general, any use of the technology fee not provided for in the section titled *Authorized Uses of Technology Fees* is prohibited. Questions may arise from time-to-time, however, that must be discussed by the Technology Fee Committee to determine a solution. Under no circumstances, however, are technology fee revenues to be expended on the following:

1. *Purchase, lease, or maintenance of equipment and software not routinely accessible to multiple students.* This includes specialized resources primarily used by faculty or only infrequently used by students, computer systems primarily intended to support or conduct administrative business for the institution, and any equipment to be located in the office or on the desk of any individual (faculty, staff, administrator, graduate student, undergraduate student, etc...) even if selected students are permitted to use it.
2. *Purchase, lease, or maintenance of equipment primarily intended to support research projects or activities.* Such resources are typically proprietary to, or use is dominated by, research project or program activities. It is understood, however, that graduate education routinely includes involvement in unfunded and/or funded research projects and activities. Since all graduate students pay technology fees, they may use resources acquired with technology fee revenues to support their educational program. Excessive, exclusive, or unreasonable consumption of resources is prohibited, however.
3. *Non-Student Compensation.* Payment of full-time or permanent part-time personnel. Any type of payment other than hourly wages (TAs, RAs, Stipends, Tuition and/or fee reimbursement are all prohibited).

Examples:

- Furniture for offices or classrooms
- Office supplies
- Facilities Remodeling
- Travel
- Training Costs

Continuance of Technology Fees

The existence of any mandatory fee assessed to Mines students is reviewed and approved annually by the Board of Trustees in accordance with the Institutional Plan for Student Fees and Other Charges. The CSM Institutional Plan was approved by the Board of Trustees in October, 1994. The proposed Technology Fee will be a mandatory, non-waivable fee.

The existence/amount of the Technology Fee will be reviewed annually; the success of how the fee is administered will be reviewed by the Technology Fee Committee, the Associated Students of CSM, and the CSM Budget Committee at least every three years. If a recommendation to discontinue the fee is approved by the Board of Trustees, collection of the fee will cease one year subsequent to BOT approval.

Distribution of Technology Fees

The Technology Fee Committee shall be responsible for the distribution of the fee revenue. It is anticipated that the Committee will decide on the appropriate balance between central computing infrastructure needs and departmental computing needs, including requests from support departments such as the Library. Providing access to students is the goal of the fee. The distribution may vary each year depending upon the submitted proposals and funding decisions of the Committee.

Fee Refunds

Refunds will be permitted as per the CSM Bulletin:

Withdrawal from School in a Semester

First 11 days	100%
Next 5 school days	60%
Next 5 school days	40%
Next 5 school days	20%
After 26 school days	No Refund

Withdrawal from School in an 8 week Summer Session

First 6 days	100%
Next 3 school days	60%
Next 3 school days	40%
Next 3 school days	20%
After 15 school days	No Refund

Withdrawal from School in a 6 week Summer Session

First 4 days	100%
Next 2 school days	60%
Next 2 school days	40%
Next 2 school days	20%
After 10 school days	No Refund

Students requesting refunds must present documents proving a withdrawal has been processed by the Registrar's Office. A refund *may* be allowed because of withdrawal from the School as a result of serious illness, disabling accident, or military call-up.

Basis of the Fee

The Technology Fee shall be a flat fee, assessed to all students, without regard for the number of credit hours which a student is enrolled. There is not any distinction between resident and non-resident students.

Matching Funds

The revenue generated by the fee will be matched annually by the institution with new funds up to a limit of \$250,000 for the first year and will be budgeted based on actual fee revenues in succeeding years. Total revenues from assessed fees and matching funds will be administered within the context of the above guidelines.

Technology Fee Amount

The Technology Fee shall be assessed at the following rates:

Fee increased beginning Fall 2000	Fall Semester	Spring Semester	1st Field Session	Summer Session
	\$35.00	\$35.00	\$17.50	\$17.50
→	\$60.00	\$60.00	\$30.00	\$30.00

Projected Revenue for the 1996-97 Fiscal Year: \$239,000.