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**Technology Investment Committee**

Guidelines and Procedures

**Part I Technology Investment Committee (TIC)**

**A. Charge**:

The charge of the Technology Investment Committee (TIC) is to recommend projects to be funded from the Technology Investment Fund (TIF).

**B. Membership**:

The Committee will consist of nine voting members:

1. Five faculty members
   1. Three to be elected at-large
   2. Two to be elected by the Senate
2. Three administrators
   1. Two non-exempt administrators elected by the Academic Council
   2. One exempt administrator to be appointed by the President
3. One member of the full-time support staff to be appointed by the Staff Council
4. .

The Committee will consist of the following non-voting members:

1. Vice President of Financial and Auxiliary Services will serve as ex officio member.
2. The Senate Chair will serve as ex officio member.
3. Chair of the Instructional Technology Committee will serve as ex officio member.
4. Supervisor of Facilities Services will serve as ex officio member.
5. Director of Teaching and Learning Services will serve as ex officio member.

All members will serve for three years with the exception of the Senate-elected members who will serve for two years and the Senate Chair, who shall serve for his or her term of office. No voting member of the Technology Investment Committee shall be allowed to be the presenter or co-presenter of a proposal to the Committee. If the Committee deems that a voting member could have a conflict of interest in regard to a proposal, that member will be excused from voting.

**PART II Technology Investment Fund (TIF)**

**A. Purpose:**

The purpose of the Technology Investment Fund is to support projects that increase or improve student access to technology, including, but not limited to:

1. Computer-assisted instruction and online learning Computer hardware and software
2. Industrial computer and equipment upgrades
3. Costs for consultants and technical support (on a one-time basis)

**B. TIF Fund Allocation:**

A technology fee is collected from students each semester and deposited into the Technology Investment Fund. Before funds are otherwise distributed for projects, 25% of new TIF dollars will be placed in an Infrastructure Fund.

The Committee is not obligated to expend all money in any given funding cycle.

If any TIF funds remain uncommitted at the end of a funding cycle, the Committee will decide whether to:

1. Carry forward these funds to the next funding cycle; or
2. Allocate a total of 0%-80% of these funds to either or both of
   1. The Infrastructure Fund;
   2. The three educational vice presidents (the two Vice Presidents of Academic Affairs and the Vice President of Student Affairs), who, with the concurrence of the Committee, would present to the President a prioritized listing of projects to be funded from TIF. These projects must be consistent with the purpose of TIF.

Conversely, if a proposal covers more than one funding cycle, the Committee may encumber funds for subsequent funding cycles. Receipt of funds from the Committee in the past shall not preclude a particular department from receiving funds in the future. However, proposals will not be considered from a department that has not properly submitted a required report for a previously funded TIF project.

**C. TIF Project General Guidelines:**

1. The technology requested must benefit students.
2. The project must be aligned with the goals of the College.
3. The TIF proposal must include the SPOL Initiative ID number on the form so that the TIF Committee Chair can verify that the Division Vice President (VP) has approved the initiative, and see that the proposal subject matches the initiative. This will be accomplished prior to the proposal being added to the TIF agenda.
4. Initiatives approved by Vice President’s office in the winter planning process are initiatives for the upcoming year; therefore, funding through TIF will be considered “pull ahead”. If the initiative is either funded through another source, or the initiative canceled, the project director must notify, in writing, the Technology Investment Committee Chair in a timely fashion.
5. TIF proposals must be submitted in a timely manner to the Technology Investment Committee Chair. The deadline for all submissions will be determined and published by the TIF Chair. Submission timing will usually occur within a week of the end of Operational planning/approval process. The TIF committee chair will then distribute the proposals to all TIF Committee members to allow for a minimum of 7 calendar days for review prior to the TIF meeting.
6. TIF proposals not submitted in time for the winter meeting, or operation planning verification could/was not accomplished in time to be added to the meeting agenda, will be returned to the project director, for possible submission in the Fall meeting.
7. TIF does not fund reassigned time. If a project requires reassigned time for completion, the Associate Dean and Vice President must approve the reassigned time prior to submission of the application. Applications without prior approval for required reassigned time will not be accepted.

1. Should any substantive aspect of the project change after its approval, the project director must notify, in writing, the Technology Investment Committee Chair in a timely fashion. Changes that alter the specific intent of the proposal or the applicability of the proposal to the guidelines will necessitate the reappraisal of the proposal by the Committee and the President.

1. After a proposal is funded, the project must be completed and all funds expended within one year unless the Committee grants an extension. If the project is anticipated to exceed 110% of currently allocated funding, overage must be approved by the TIC committee.
2. The project director will make both a written and oral report on the outcomes of the project to the Technology Investment Committee.
3. Written reports for projects funded during the February (Winter) funding cycle of year *x* must be submitted to the Office of the Vice President of Financial and Auxiliary Services by September 15 of year *x + 1.*
4. Written reports for projects funded during the September (Fall) funding cycle of year *x* must be submitted to the Office of the Vice President of Financial and Auxiliary Services by January 15 of year *x + 2.*
5. Oral reports will be scheduled for TIC meetings following the written-report deadlines. The College community shall be informed of the dates and times of the oral reports and invited to attend.
6. The written reports must comply with the current project summary form available from the Office of the Vice President of Financial and Auxiliary Services. If the written report is not submitted to this office, funding may be terminated and the project director’s department may be ineligible for subsequent requests for funding.

**D. TIF Projects**:

Projects will be encouraged which:

1. Provide technology to multiple courses or programs
2. Introduce student access to technology where it has not been available
3. Promote innovation
4. Promote curricular revision
5. Support areas that have established themselves as leaders using technology
6. Pursue additional funding source

**E. TIF Application Procedures**:

1. Projects (aside from Infrastructure Fund projects) for which funding through TIF may be sought should be submitted as part of the College planning process each fall. Appropriate projects that are not then awarded funds from external grants, Perkins, or the Foundation, nor funded otherwise as part of College unit (generally Academic Affairs and Student Affairs) plans will generally be considered for TIF. ~~The bulk of TIF-funding recommendations will be made in February each year against any funds then in TIF.~~
2. Funds from Spring and Summer TIF receipts, together with funds otherwise remaining in TIF but excluding current Fall-semester funds, may be considered in September each year to fund projects already submitted during the prior year’s planning process. ~~but for which funding was not available in February.~~
3. Within 10 days of the scheduled Fall and Winter TIF meetings, ~~after College unit plans are due (generally March 1), and again by September 15,~~ the Chair of the Technology Investment Committee will publish ~~for the entire College Organization~~ a schedule of proposal presentations for projects for which recommendation of TIF funding will be considered.
4. The project director is required and other interested parties are encouraged to present the proposal and to answer questions the Committee may have about it. Presentations will be limited to ten minutes. Following the presentation of all proposals the Committee will meet to evaluate and vote on the proposed projects.
5. In semesters during which available funds exceed total requests, the Committee will evaluate projects based on project consistency with A, C, and D above. In semesters during which total requests exceed available funds, the Committee will rank proposals using an evaluation form before discussing the proposals as just described in order of ranking until total recommended funding would exceed available funds.
6. The Committee will send its recommendations to the President, who will forward them to the Board of Trustees for final approval.

**Part III Infrastructure Fund (IF)**

**A. Purpose**:

The Infrastructure Fund is to be used specifically for technology infrastructure, as identified by Information Technology Services.

**B. IF Fund Allocation:**

The Committee will review the 25% allocation of IF funding to the Infrastructure Fund once every three years. The Committee may suspend, increase, or reduce the percentage. If a proposal covers more than one year, the Committee may encumber funds for subsequent years.

**C. IF Project General Guidelines:**

These funds are to be used for the following:

1. Enhancement or repair of the College’s infrastructure (hardware, software, cabling, etc.) that directly relates to instruction;
2. Enhancement or repair of the College’s infrastructure that indirectly relates to instruction, (for example, enhancements to increase or improve technological communication between teachers and students, maintenance of existing computers, etc.);
3. Enhancement or repair of the College’s infrastructure that directly relates to the quality of campus life for the student (for example, enhancements to WebAdvisor; additional license purchases, or installation of additional T1 lines).

These funds may not be used for the following:

1. To purchase furniture, cabinets, and general lab supplies.
2. To modify or repair physical plant items, such as walls or floors,
3. For training, and salaries.

**D. IF Application Procedures:**

1. The Chief Information Officer, Executive Director of Information Technology Services will submit to the Technology Investment Committee a written, detailed proposal of projects and their estimated costs.
2. Proposals will be evaluated following the TIF project general guidelines.
3. The Committee will send its recommendations to the President, who will forward them to the Board of Trustees for final approval.
4. There is no need to complete interim project status for TIF projects.
5. At the completion of the project, the Director if Information Technology will brief the Committee members.

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