



## PURPOSE

The Board of Regents of the University System of Maryland endorsed the concept of a Student Technology Fee (STF) as a way of funding critically-needed investments in technology that will have a direct impact on the quality and relevance of the students' educational experience.

Since the STF was enacted in Fiscal Year 2003 (FY03), students have been actively involved in decisions regarding how the funds are used. The use of STF funds to upgrade technology throughout the university has benefited undergraduate and graduate students' academic experience in various ways. With updated technology, they have been able to participate in state-of-the-art instruction and research activities. The expansion of the university's network access, and upgrades to classrooms and computer labs, have been key projects for producing these benefits. In addition, technology enhancements also elevate the status of the university, allowing it to continue to recruit top-level students.

The Information Technology Advisory Committee (ITAC) provides recommendations to the Vice President of Information Technology and Chief Information Officer (VPIT/CIO) about student access to information technology. Topics may include, but are not limited to: (1) student mandatory technology fee rates, (2) budget allocations, and (3) projects that will provide enhancements to the campus-wide student technology environment. The committee may also deal with appropriate academic matters as they are related to student technology fees.

## Applicability

Expenditures from the STF must relate to goals identified in the University's annual Strategic Plan for Information Technology.

## Definitions

Term	Definition
<b>Information Technology</b>	Technology systems and services that result in a student's ability to access information for learning and research, and that meet the University's educational mission.



## Membership

### Section A. Enumeration

- i. The membership of this committee shall consist of:
  1. Three members of the Student Government Association (SGA) appointed by the president of the SGA;
  2. Two member of the Residence Hall Association (RHA) appointed by the president of RHA;
  3. Two members of the Graduate Student Government (GSG) appointed by the President of GSG;
  4. Five at-large students appointed by the Chairperson (none shall be faculty, associative staff, or classified staff), representative of the diverse student population (at least one of whom shall be of graduate status);
  5. At least one Assistant (or Associate) Vice President of Information Technology Chief Information Officer (VPIT/CIO) or designee (ex-officio);
- ii. The above-mentioned numbers constitute the members of the ITAC. Unless explicitly stated otherwise, all participants in the meeting are voting members.

### Section B. Terms of Office

- i. The student members shall each serve a one-year term, but shall not be precluded from reappointment for future one-year terms.
- ii. Division of Information Technology (DIT) staff appointees shall each serve a two-year term, with terms ending on alternating years; appointees shall not be precluded from reappointment for a future two-year term.
- iii. Each member will attend all regular meetings and participate actively in committees of the board. Two absences per semester without prior notice will call for review of continued membership by the committee.
- iv. Anticipated vacancies for future semesters should be filled at the end of the previous semester.

### Section C. Officers and Duties

- i. The officers of the committee shall be Chairperson, Vice Chairperson, and Executive Secretary. These officers shall be known as the Executive Committee (EC).
  1. The SGA Director of Information Technology will serve as Chairperson of ITAC. The chairperson shall only vote to break ties. The Chairperson shall develop goals and meeting agendas in consultation with the appointed Assistant (or Associate) Vice President from the DIT, schedule and chair regular and special meetings of the committee, represent the committee on matters of public interest, and coordinate the work of the committee.
  2. The Vice Chairperson shall be appointed from the membership at the beginning of the Fall Semester by the Chairperson.
  3. The Executive secretary shall be appointed from either the membership or outside at the beginning of the Fall Semester by the Chairperson



4. All EC members shall serve one-year terms, but shall not be precluded from re-appointment to future one-year terms.
- ii. The Vice Chairperson shall assist the chairperson in any appropriate matter as seen fit by the chairperson, and will preside over the committee at the Chairperson's discretion or in the event that the Chairperson is unable to do so.
- iii. The Executive Secretary shall give due notice of all meetings of the committee, assist with logistics related to meetings and other committee activities, and maintain suitable records of all meetings and other actions of the committee.

## Meetings

### Section A. Meetings

- i. The committee shall meet on a regular schedule. In general, meetings will be held once or twice per month during the fall and spring semester at the discretion of the Chairperson.
- ii. Special meetings of the committee may be called by the Chairperson and shall be called by the Chairperson if one-fourth of the membership of the committee submits and signs such a request in writing.
  1. The only item or items permitted on the agenda of a special meeting shall be those for which the special meeting was specifically called.

### Section B. Quorum

- i. A simple majority of the voting members of the committee shall constitute a quorum necessary to conduct constitutional business at a regular meeting or to hold a special meeting, except as otherwise provided for herein.
- ii. A smaller number may receive reports and declare an adjournment. Unless modified by the committee, the order of business shall be as follows:
  - A. Approval of Agenda
  - B. Approval of Minutes
  - C. Announcements
  - D. Items of Information
  - E. Report from DIT
  - F. Old Business
  - G. New Business
  - H. General Comments

## Procedures for Student Tech Fee Review

- i. ITAC shall be responsible for ensuring the appropriate review of the campus student technology fee.



## Procedures for Student Technology Fund Proposals

- i. ITAC accepts proposals from the university community. The committee considers these proposals; a portion of the STF funds are distributed to those projects deemed by the committee to have the greatest overall impact. ITAC will specify a form that proposals should conform to. Proposals not in this form will not be considered.
- ii. ITAC will make recommendations to the VP/CIO, who will request that the DIT leadership team members examine and endorse the selected proposals based on available funds, existing resources, and alignment with the University of Maryland Strategic Plan for Information Technology.
- iii. A campus-wide call for proposals will be sent by October 1 in the fall semester. Responses to the proposals will be due to ITAC Chairperson by November 1.
  1. Copies of all proposals shall be sent, by the chair, to all ITAC members once all proposals have been received for feedback prior to deliberations by ITAC.
- iv. Review and deliberations of proposals shall take place by the end of each semester.
  1. No voting on proposals may take place without quorum and a majority of students.
  2. When appropriate, ITAC will consult with DIT governance groups before voting on proposals to maximize student input.
  3. Any member involved in submitting a proposal must recuse themselves from voting on that proposal.
  4. The following criteria shall be used:
    - a. Overall Impact: Eligible projects for funding are those that provide strategic enhancements to the campus-wide technology services. The projects must be applicable to all students as the strategic goal in expanding the use of student tech fee funds is to provide abundant technology and a base of access to technology for all students at UMD. Proposal writers are encouraged to consult the University of Maryland Strategic Plan for Information Technology.
    - b. Significance: Does the project address an important problem or a critical barrier that will enhance the academic technology services at UMD? If the aims of the project are achieved, how significant will the benefits be for the students?
    - c. Innovation: How will successful completion of the project's aim challenge and change the current academic technology services? Does the project propose a refinement or an improvement, or does it propose a new approach, instrumentation, or service?
    - d. Approach: Are the overall strategy and methodology well-reasoned and appropriate to accomplish the specific aims of the project? Are potential problems, alternative strategies, and benchmarks for success presented? If the project is a new approach or is in the early stages of development, will the strategy establish feasibility and will particularly risky aspects be managed?
    - e. Sustainability: If the project requires recurring resources, how will these be updated and maintained in the future? What is the life-cycle replacement? Sustainability may also involve



reducing waste and energy consumption and making our operations more sustainable over the long run.

- f. Student Interest: Does the project have the support of students? Does it directly benefit students? Is it a project that a department would otherwise be required to implement?
- v. Detailed final recommendations must be forwarded to the Assistant (or Associate) VPIT/CIO by the ITAC chairman. The Vice Chancellors will forward recommendations to the Chancellor for final approval. The VPIT/CIO makes the final funding decisions.
- vi. Notification must be sent by the ITAC chairperson, in coordination with the DIT, to each individual/area submitting proposals one week following final deliberations, detailing approval or disapproval of proposal.
- vii. If a proposal is denied, the submitting individual(s) has/have the right to appeal the decision. All appeals will be presented to the members of ITAC for review and decision. Decisions are final and only the VPIT/CIO has the power to reverse the decision.
- viii. Notification of proposal implementation/completion or reason for non-completion must be provided to ITAC. Respondents with multiple failed proposals will need to provide extra justification on future responses.

## Rules of order

### Section A. Reference

- i. All business coming before the Committee shall be conducted according to Robert's Rules of Parliamentary Procedure. Revised, except as modified by the Board.
- ii. All motions, resolutions, or other propositions, except for short procedural motions, shall be made in writing before being voted on.

## Review

The DIT may initiate a review and necessary revisions of this document and its associated standards on a periodic basis as needed.

## History

Issued: 12/04/2016

Revised: