

Student Technology Fee Handbook

2010 – 2011 Edition

Version 1.7



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Introduction

This handbook was created and compiled with the intent to assist both incoming Student Technology Fee Committee members and proposal authors. The goal of this handbook is twofold – to assist Committee members in the process of reviewing and making determinations regarding the many proposals submitted each year, and to help proposal authors create, polish, and submit quality proposals to the STFC.

While it is the Committee’s wish that all proposals be funded in full when student benefit is demonstrated, it is also the obligation of the committee to maximize the usage of student money and to fund only items that the committee thinks should be paid for by students.

Although this handbook is not the absolute source for all information, it should provide helpful information and guidelines that will both assist proposal authors in their endeavor to create phenomenal proposals and help the Committee in making informed decisions. The goal of the Committee is to enhance the technology available for students that state funds are not obligated to

fund such as specialized equipment not related to instruction. The many proposals we receive every year make our University more diverse, keeps us in the leading edge of technology, and enhance the image of the University of Washington both locally and nationally.

Some points of interest in this handbook are the request for proposals and the findings available in the appendix. Findings are documents that the committee has created in the past to remember key decisions that were made.

Finally, this handbook is a continuing project. Updates will be made and the latest edition will be available on the website. At all times, please check the website for the latest edition for the most accurate information. It is the continuing goal of the Student Technology Fee Program Coordinator to revise and update this handbook annually.



Current Request for Proposal Letter

Student Technology Fee Committee
Request for Proposals 2010-2011

Introduction

The Student Technology Fee was established to supplement the availability of technology to UW students and to provide opportunities for innovative facilities and projects that require capital investment. Each year the STF Committee solicits a wide spectrum of student technology proposals from campus units for projects that meet the demonstrated technology needs of students and allow them to further their education and research goals.

The Student Technology Fee supplements University or external funding of technology for student use. The STF exists to improve technology and access to technology for the students of the University of Washington. Money from the technology fee is not to be used to fund items that should properly be funded by legislative or administrative funds. Awards made under this proposal are intended to be one-time sources of funding. Proposals should not be contingent upon subsequent years of funding.

We will begin accepting proposals for the 2010-2011 cycle on December 7, 2010, and the deadline for submitting proposals for the 2010-2011 cycle is January 24, 2011.

Further information may be obtained by visiting the STFC website or by contacting the committee at the address indicated at the end of this document.

Writing the Proposal

The committee has adopted a new method of soliciting proposals. This new method will provide the Committee a larger voice in driving a more unified vision of campus technology. The committee will now be allocating a certain percentage of our budget to different categories of proposals. When you submit a proposal to the website, the category will need to be in the first sentence of the abstract. Furthermore you will need to email the program coordinator (techfee@uw.edu) the proposal number and category. Any proposals that fail to do both of these steps will not be considered.

Proposals must fall under only one funding category. If a proposal overlaps with another category you will need to break the proposal apart and submit it as two or more proposals. Proposals that fall under two categories will not be considered; the committee will try to notify proposal authors in advance if it deems a proposal to fall under multiple categories, however, the onus and responsibility lies ultimately with the proposal author.

Please think carefully about how you construct your proposal, what you request to be funded, and what category you submit your proposal under. The committee will not be exceeding our budget for each of the categories; if you request more money than is available in the category, your proposal will most likely not be funded.

When writing your proposal please answer the provided questions that are listed with each category. These questions will help the committee evaluate proposals on a fair and balanced basis. A failure to answer these questions may result in a delay of your proposal being decided while the committee provides time to amend the proposal or it may result in the committee rejecting your proposal outright.

Following this section will be a list of categories that the Student Technology Fee committee has decided to fund this quarter along with what percentage of the budget will be allocated to each section and questions that need to be answered in each proposal.

The proposal authors are responsible for familiarizing themselves with the STFC Proposal Guidelines, available at the website. The committee operates under strict funding criteria, and will not be able to fund items that fall outside of these criteria. A copy of the STFC handbook is available on the website and contains an overview of the Technology Fee Committee, how to write a successful proposal, instructions on submitting a proposal via the online database, and frequently asked questions.

Instructions for submitting the proposal can be found on the STF Website.

Proposed technology initiatives should:

- > Primarily benefit students
- > Include a summary of student input
- > Provide a plan for long term operation
- > Address the issue of student access

Additional considerations that enhance a proposal:

- > Demonstration of cooperation between departments, schools, colleges, and other campus units
- > Creative approaches to improving services for students
- > Demonstration of additional sources of funding

The committee does not fund:

- > Equipment used for classroom instruction
- > Ongoing maintenance and supply costs
- > Furniture, wiring or infrastructure costs
- > Salary for full-time or part-time staff or students
- > Wireless networking outside the University's central deployment

Funding Categories

As referenced above, the Student Technology Fee Committee has adopted a new method of requesting proposals. Each proposal must be identified under one of these categories. Listed below are the categories, the percentage of the budget allocated to these categories, examples of items that would fall under these categories (this list is not exhaustive but is rather a guide to help proposal authors correctly label their proposal), and questions that will need to be answered for every proposal. If you have any questions about what category your proposal falls under, please contact techfee@uw.edu.

Traditional computing facilities

Percentage of budget: 35%

Purpose

The purpose of "traditional computing facilities" is to give students ubiquitous access to standard computing services across campus. Central computing facilities serve a large number of students while minimize operating costs. This method of deployment benefits students by offering them access to a wide range of computers and software to achieve both educational and recreational goals. These proposals fund equipment that will be used by the most students for the most time.

Definition

A traditional computing facility is defined here as any individual or group of computers that are ordered by departments and accessible to the general student body or a sizeable group of students. This category encompasses both new and refreshed facilities proposals. It includes all material hardware such as computers, speakers, monitors and fundamental peripherals that are required for the proper functioning of the lab (excluding printers). The computer facility category will also include any software necessary to the functioning of new or refreshed hardware. Also under this category will be software refreshes to existing computer labs. It will further include any materials that are implicit and fundamental to the functioning and purpose of the facility. For example, in a language computer

lab any new headphones or microphones used in the labs for language study would fall under the associated materials of the lab (e.g. those found in proposal [2010-089-2](#)). Remote clusters and terminals are **not** included in this category.

Examples

- Odegaard computer labs (see [2009-044-1](#))
- Language Labs (see [2010-089-2](#))
- Student Lounge Computers (see [2010-077-1](#))
- New hardware and software for an existing lab (see [2010-023-1](#))
 - Includes actual computers, servers, monitors
 - Includes peripherals and addons (see headphones)
- New software for an existing lab (see [2007-020-1](#))
- New hardware and software for a new lab (see [2008-063-1](#)) (see [2008-045-1](#))

Questions to address:

- Who and how will they be maintained?
- Who will have access to these computers and when?
- What activities do the proposal authors believe the students will use the computers/software for?
- How often do the proposal authors believe the computers will be used?
- How will you track usage?
- How will it be determined if the proposal is a success?
- How will you market your resources to students?
- How will your computer lab support laptop and mobile internet device users?
- If new hardware or hardware refresh - why is it necessary at this time?
- If new software – why is new software needed at this time?

Remote computing facilities

Percentage of budget: 15%

Purpose

The purpose of “remote computing facilities” is to give students flexible, location-independent access to standard computing services. Remote computing systems serve a large number of students while minimize operating costs. This method of deployment benefits students by offering them access to a wide range of software from any location to achieve both educational and recreational goals.

Definition

A remote computing facility is defined here as any central system that can simultaneously accept multiple connections to serve more than one individual in providing access to software or processing power. The systems themselves are not to be physically accessed by anyone except authorized maintenance personnel. This category encompasses both new and refreshed facilities proposals. It includes all material hardware such as computers, monitors and fundamental peripherals that are required for the proper functioning of the facility. The “remote computing facilities” category will also include any software necessary to the functioning of new or refreshed hardware. Also under this category will be software refreshes to existing systems. It will further include any materials that are implicit and fundamental to the functioning and purpose of the facility. Traditional computer labs are **not** included in this category.

Examples

- Remote Cluster (see [2008-082-1](#))
- Terminals (including software) (see [2008-020-1](#)) (see [2010-067-1](#))

Questions to address:

- Who and how will they be maintained?
 - Who will have access to these computers and when?
 - What activities do the proposal authors believe the students will use the computers/software for?
 - How often do the proposal authors believed the computers will be used?
 - How will you track usage?
 - How will it be determined if the proposal is a success?
 - How will you market your resources to students?
 - How will your computer lab support laptop and mobile internet device users?
 - If new hardware or hardware refresh - why is it necessary at this time?
 - If new software – why is new software needed at this time?
-

Frontier Technology

Percentage of budget: 10%

Purpose

The purpose of frontier technology is to provide students access to “bleeding edge” technology, which includes pilot programs and other projects that may be in the experimental or testing phases. It is designed as a testing ground for students to have access to this technology and for departments to explore how students will use this technology. Students benefit from the ability to get behind technology and mold both its application and uses from the infant stages rather than taking a reactive stance. Furthermore, by pushing technological boundaries the committee helps accord more prestige and recognition to the university, which in turn helps attract stronger students and faculty.

Definition

This category will include technology that would be deemed to be on the “bleeding edge” and more experimental. It is not intended for large-scale deployments of technology but rather for pilot programs that could later be expanded to the greater campus. These expansions could potentially be funded by future proposals submitted under another, more traditional category. Examples of frontier technology include:

Examples

- Online Access software (see [2010-075-1](#))
- Online Grade Book (see [2008-094-1](#))

Questions to address:

- What type of student access will students have to this technology?
 - How will this technology benefit students?
 - How will the department evaluate whether the proposal is a success or not?
 - Have any other campuses that you know of attempted this? If so, what was there success or failure and how does your proposal reflect previous attempts?
 - How will it be maintained?
 - Who will maintain it?
-

Scientific and Fabrication

Percentage of budget: 15%

Purpose

The purpose of this category is to advance specifically the scientific opportunities available to students. Students benefit from increased access to complex scientific machinery and materials that would otherwise be out of reach.

Definition

This category includes all materials that are specific to specialized scientific inquiry and fabrication. Included in this category would be scientific hardware such as microscopes, chemical analysis machines, field equipment (see [2010-131-1](#)), and highly specific and upgraded computer hardware necessary to operate the software for scientific research (such as large scale simulations). It would also cover specialized computer software (see [2010-055-1](#)) and simulation software. This category further includes fabrication devices such as lamination presses for composite materials and 3-D printers.

Examples

- Nikon fluorescence microscope (see [2010-144-1](#))
- Hach CEL/890 Portable Colorimeter Labora (see [2010-072-1](#))
- Water jet Cutting Saw (see [2010-122-1](#))
- Wacom Cintiq 21UX Tablet (see [2010-006-1](#))
- Jade 9.1 (see [2010-072-1](#))
- Laminating Press (see [2010-153-1](#))
- Range Finder (see [2010-131-1](#))
- Z310Plus 3D Printer System & Depowdering Station (see [2009-086-1](#))

Questions

- Who will maintain the materials?
- How will the materials be maintained?
- Who will have access to these materials and when?
- How will you track usage?
- How will you market your resources to students?
- What level of training would be required to use the materials?
- What activities do the proposal authors believe the students will use the computers/software/hardware for?
- How often will the materials be used?
- How does it add to the prestige of the university?
- Do other universities nearby have these resources?

Individual and Small Group Technology

Percentage of the budget 25%

Purpose

The purpose of individual and small group technology is to give the student body access to a wide range of technology beyond traditional computer labs. Students benefit because they are given access to a broader range of technology not accessible in common labs and generally out of reach to most students. Through these proposals students are afforded expanded recreational and educational opportunities.

Definition

This category includes portable technology is that is used outside of a computer lab environment. This category includes, but is not limited to, technology found in collaboration spaces, equipment available for checkout, and software licensing services.

Examples

- Student government and student organizations requests (see [2010-130-1](#))
- Loan programs (see [2010-015-1](#)) (see [2008-018-1](#))

- Software licensing for student home computers (see [2010-160-1](#))
- Hardware that doesn't fit under computer labs (see [2010-137-1](#))
- Audio/visual equipment (see [2008-030-1](#))
- Printers and Printer software (see [2009-092-1](#))

Questions to address

- Who will have access to the technology?
- Who will maintain this technology?
- What will students use the technology for?
- What benefit do students get from this proposal that is not accessible elsewhere on campus?
- How will it be determined if the proposal is a success?
- How will you track usage?
- How will you market your resources to students?
- If a loan proposal –
 - How does the loan program work?
 - Where will students pick up the technology?
 - Who will be able to check out the technology?
 - How long will the technology be rented out for?
 - What steps are being taken to protect the technology from expanded wear and tear intrinsic to a loan program?
- If software –
 - Why do students outside of the computer lab setting need this software?
 - Do students normally purchase this software if not provided?
 - How many downloads are expected?

Pricing and Buying Computers, Desktops, Software, and Servers

Due to the recent partnership between UW, STFC, and CDW-G, the committee has decided to require all STF grant funded acquisitions to use CDW-G when applicable. The only exception that will be made is if the computer you desire to purchase is not offered (i.e. an Apple computer), the same specifications can be found cheaper from another provider, or CDW-G does not offer the specifications you need to purchase. Exceptions will not be made based solely for an authors preferred provider (i.e. Dell vs. HP). If the computer can be found for cheaper outside of CDW-G we will need proof of the price and the CDW-G price quote. This decision has been made to simplify the proposal process and save authors significant money. As the preferred supplier for the University's technology needs, CDW-G and the UW are now able to provide departments with easy access to the tools needed to meet almost all of their computing and software needs. This, coupled with the large savings available through this new single supplier, compelled the STFC to make this change.

CDW-G and the University have worked together to create 3 standard desktop models, 3 notebook models, and a workstation; the specifications for these models are attached at the end of this document. Authors are not required to purchase these models and may instead email CDW-G at UW@cdwg.com with the specifications desired and CDW-G will return a quote to you within 5 business days.

CDW-G provides numerous benefits to the proposal process and to authors. First, if your proposal is approved then CDW-G will keep you aware of any parts that are discontinued in your order and work with you to replace them within your allocated budget. Second, authors can have CDW-G pre-load a user-defined image for a small nominal fee per computer. Third, if you are ordering a large shipment, they can have delivery staggered so as to not overwhelm your staging area.

Eligibility

The faculty member or staff person directly responsible for administering the proposed project must submit proposals at the school. Applications will not be accepted from individuals. Proposals must be approved by the appropriate Dean(s) or Vice President. A signature page will be generated automatically at the end of the proposal submission process. The proposal author is responsible for printing this page from the STFC website and obtaining the necessary approvals. The committee will not consider proposals that do not have the necessary signatures.

Authors who have had proposals funded by the committee in past years should note that the committee is increasing enforcement of our annual reporting requirement. When a proposal is funded by the committee, the author is required to submit an annual report detailing the implementation of the funding proposal. This report must be submitted once, in June the year after the proposal is funded, via our web site. A proposal author who has not submitted annual reports for one or more proposals funded more than a year ago will not have new proposals considered until the outstanding annual report(s) are submitted. Note that proposals funded in the 2009 - 2010 funding cycle will not count against an author's ability to submit new proposals, as the annual reports for those proposals will not be due until June 2011.

If you are unsure whether you will be able to submit a proposal this year due to this requirement, please check your "My Proposals" page on techfee.washington.edu to determine the annual report status for your previous proposals. If you still have questions, please contact the committee via e-mail.

Review Process

The voting members of the Committee will review proposals. Members may approach the proposal author to clarify or elicit further information about the proposal. In addition, members of the committee may ask to see equipment previously funded by the Student Technology Fee. Reviewers may enlist the aid of non-members to assist them in their decision.

The STFC requests that proposal authors keep an open mind in regard to funding alternatives. It is very possible that partial funding will be awarded to a number of proposals due to limited resources or other reasons. Because of this we suggest proposal authors prepare a back up request, or multiple alternatives, should the committee decide to vote in favor of the partial funding option. This could be in the form of a predetermined request presented at the time of the meeting, or simply a mental outline of your funding priorities.

Workshops

The Student Technology Fee will hold a workshop on December 10, at 3:30PM in Communications room 126. We will have representatives from the committee, HP, and CDW-G. Individuals will be there to answer your questions on how the committee works, ordering through CDW-G, and any other proposal questions. We ask that you RSVP to techfee@uw.edu to ensure we have room for everyone, but you are welcome to come regardless.

Proposal Related Purchase and Cost Restrictions

In the interest of clarifying proposal related restrictions to proposal authors, the Committee adopted the below guidelines for purchases or other costs.

Ongoing Costs: The Committee has decided to not fund ongoing costs. Proposal writers should avoid asking for anything that requires payment in more than one installment.

Extended Care Packages/Warranties: Because the Student Technology Fee has determined that most equipment funded through STF is replaced within three to five years, extended warranties are rarely necessary. If proposal writers decide to ask for an extended care package or warranty, they should expect to provide strong justification for why the expense is necessary and for how long the

equipment is expected to be in use.

Replacement of Out-of-Warranty Equipment: The Committee has decided that the expiration of warranty alone is not a sufficient reason to replace old equipment. Proposal writers should either wait until the equipment is outdated and needs replacement or until the equipment is no longer functioning. In both cases the Committee will consider funding new equipment.

Software Upgrades: The Committee has found that in general software needs to be upgraded at the same rate as hardware for most of the equipment that the Student Technology Fee funds, and thus will usually not consider requests for software upgrades. If the proposal authors include a request for upgrading software, they should be prepared to demonstrate that the upgrade will significantly extend the lifetime of the equipment and should not expect the Committee to consider funding the replacement of the hardware equipment associated with the software in the next few years.

Physical Security Devices: The Committee only rarely decides to fund physical security devices for computers, laptops, or other equipment. Proposal authors who wish to have such items funded must demonstrate extraordinary need for this equipment if they wish for it to be funded.

Power Cables, Power Strips, and other Infrastructure: The Student Technology Fee Committee believes it is the responsibility of individual departments to provide the infrastructure necessary for the use of funded equipment. As such the Committee will not fund power cables, power strips, furniture, or other infrastructure requests outside of the specific technological equipment being funded.

Salaries: The Committee will under no circumstances fund salaries of any sort. The cost is fully the responsibility of individual departments.

Funding of Awards

STFC has decided to change how proposals are funded. In previous years, we awarded grant money prior to the end of the school year. Because of accounting issues, funding will be distributed at the beginning of the fiscal year (July 1). While this may cause inconveniences for proposal authors, this change is final and will take effect with the current proposal cycle. Any exceptions will be heard on a case by case basis by the committee.

Supplementals

The committee regularly considers small changes and revisions to proposals after they have been funded. This process occurs over the summer allows for for small changes such as changing a quantity, changing brand, or if items ordered are no longer available. This supplemental should fit with the intent, purpose, and scope of the original proposal.

Supplementals for 2010-2011 proposals must be made only following the finalization of the award. Authors must fill out the online form for supplementals AND email techfee@uw.edu with an explanation of why the change is needed, an itemized breakdown of the changes (both additions and subtractions), and total change in the price of the overall proposal. The supplemental will not be considered until both parts are complete.

Attending Student Technology Fee Committee Meetings

The proposal authors are strongly encouraged to attend the Committee meeting at which their proposal is discussed in order to be able to answer any questions that Committee members may have. The Committee will make every effort to contact proposal authors who are not present to answer questions, but if any concerns or questions remain about a proposal it will not be funded.

Annual Reports

The committee will require more detail in annual reports this year. They will still be submitted online, but the requirements will be slightly altered. A more thorough and detailed explanation of these changes will go out early 2011.

No proposals will be accepted from departments that have delinquent annual reports. Annual reports are due within 1 month of the budget closing or July 31st, whichever is later.

Contact Us

The committee wishes to help proposal authors in any way possible. The committee urges proposal authors to come forward with questions as early as possible in the process. The Student Technology Fee Committee (STFC) can be reached at techfee@uw.edu.

Step by Step Guide to the Proposal Process

Step 1: Deciding what to request

The STFC allocates funds for technology that enhances the students' experience. The committee typically funds computers, peripherals, and software. The definition of student technology is not limited to computers and may include other technologies such as telescopes, video conferencing, 3D scanners, etc.

Student-initiated funding requests are welcome but requests must be approved and supported by campus units.

Step 2: The Request for Proposals

The Request for Proposals is sent out every year, several months in advance of submission deadlines. A copy of the RFP is reproduced in this guide.

Step 3: Familiarize Yourself with Previous Proposals

Browse the Technology Fee website at <http://techfee.washington.edu>. Familiarize yourself with the information available and also view past proposals. Before finding equipment you want to purchase, outline out why this equipment is needed and what it can do for the students. Are there alternatives to this equipment? Will this proposal be funded solely on techfee money or complimented with other outside or internal funding?

Step 4: Enter your proposal into the database

A guide will be available on the Techfee website on how to enter the data into the database. Only proposals submitted via the online database will be accepted. Before submitting your proposal, it is highly advised that you enter the data into a Word document to edit and revise before entering it into the database. This minimizes spelling and grammatical errors. In addition, this will allow you to accurately convey your intentions and needs.

Step 5: Collect Signatures

If you choose to submit your proposal, you will be presented with a signature page. This page contains your proposal number, title, total funds requested, and abstract. You must print this page out and gather the signatures of your primary contact (i.e. you), your dean or vice president, budget coordinator, and the person you selected as concurrence. Once you have gathered the signatures,

send the page to the committee via campus mail to the address printed at the top of the signature page.

The committee must receive the completed signature page before the proposal deadline. The committee will not consider any proposal without a completed signature page. Therefore, it is imperative that you submit your proposal into the database far enough in advance that you can collect the required signatures.



Do's and Don'ts of Proposal Discussion for Committee Members

During the question & answer period, do...

- Ask the proposal author to elaborate on anything that is not clear or specific in their proposal
- Present any additional information that you have specific to the proposal so the author can respond to it
- Ask about any unusual numbers or prices in the itemized proposal request
- Get author input on what could be cut to make a partial funding option
- Determine whether any similar student technology resources exist on campus and how the current proposal differs from them
- Clarify anything that seems to differ between the written proposal and what the author is saying

During the question & answer period, don't...

- Make statements of opinion for or against the proposal
- Make personal attacks against the proposal author
- Get into a back-and-forth debate

During the discussion period, do...

- Make your opinion known
- Propose a partial funding option if cost is a concern
- Consider previous proposals by this author or department
- Move to a vote once it looks like everyone has made up their mind
- Consider committee findings, precedent, and future proposal costs

During the discussion period, don't...

- Make personal attacks against the proposal author
- Repeat the same information or opinion multiple times

Tips to Writing Really Great Proposals

What is a really great proposal?

Really great proposals come in all shapes and sizes but tend to have several features in common.

Great Proposals:

- Are clearly and concisely written
- Contain quality student input
- Are written in cooperation with other units on campus
- Document the campus unit's contribution to the project
- Document attempts to gain additional/outside funding for the project
- Propose an idea that is practical, elegant, well-researched, and clearly in the best interests of students
- Fit within only one category as identified in the request for proposals

Well-Written

The committee members are students who volunteer their time to read many proposals each year. During the proposal evaluation period, the committee convenes many times to evaluate each proposal individually. Anything you do to make your proposal easier to evaluate makes it more likely that it will be evaluated favorably.

Tip!

The committee reads all proposals in full (many times) but after a certain point the committee will be referencing your proposal by its abstract. Please keep that in mind when you write the abstract. The abstract should be short and concise yet meaningful enough to remind committee members of what your proposal was all about.

Tip!

The committee is committed to helping you in writing your proposal. Contact us to meet with a committee member to discuss your ideas. Taking care of the problem areas early makes the process go much smoother.

Tip!

The University has an agreement with CDW-G to purchase technology at lower prices. We **require** that you go through CDW-G **UNLESS** they come back with a higher quote than Dell, CDW-G does not have the materials you require, or you can demonstrate a specific need for not using CDW-G and their supplied hardware/software.

Student Input

Different groups have used different methods to gather input. Surveys, focus groups, quick interviews done in the lab, student testimonials, and usage statistics have all been used to good effect. We evaluate the quality of the input as well as the quantity. As a student organization, we are naturally very concerned with the expressed opinions of students who will be using your service.

If your proposal was student initiated, so much the better.

Tip!

The Catalyst Web-Q system may be useful for conducting student surveys to assess computing needs. See: <http://catalyst.washington.edu/>

Cooperation

Proposals submitted by campus units working together are looked upon favorably by the STFC. If there is a cross-unit need for the same technology, consider pooling your resources to support your proposal. Ideas impacting large number of students always make for strong proposals.

Awareness of Student Needs

Every winter, stacks of proposals arrive on our metaphorical doorstep. This gives us a unique perspective on what the majority of campus groups are doing about student technology. We do not look favorably upon proposals when it appears that the writers have not been across the hall to see their neighbor's computer lab recently. Being aware of what other people are doing with student technology puts you in a better position to address student needs.

Quality

While the STFC funds dozens of small departmental labs each year, it is difficult to argue with economies of scale. By banding together, departments with similar needs can often put together a higher quality lab than any of them can alone. This is to the advantage of their students.

Dedication

We also recognize that a cooperative proposal takes more effort. We appreciate you taking the extra effort to better serve your students.

Contributions and Outside Funding

The STFC was never intended by the students to be the sole source for student technology funding. Several of our policies exist to ensure a certain degree of cost sharing between the students and other sources on campus. We recognize that staffing, ongoing costs, infrastructure, etc. all constitute departmental contributions to the process. The higher your contribution, the better we feel about helping out with STF funds.

There are numerous funding sources outside of the University. Campus units that make the effort to seek external funding are looked upon favorably by the STFC. Please document both your efforts and the expected/confirmed contribution by the external sources.

Tip!

Even if your efforts are unsuccessful, we're ever so happy that you tried. In your proposal, tell us what you did to obtain outside support.

Limitations on Funding

There are limits on what STF is permitted to fund. We are subordinated to the student governments and continually justify our expenditures and our existence to them. Without going into a lot of detail, the following points are particularly important:

- Because STF is not intended to be the sole source of funding for student technology projects, we do not fund infrastructure and certain other related costs.

Given these considerations, avoid asking for the following:

- Printing supplies
- Equipment for cost-recovery (i.e. printing cost-recovery)
- Staffing
- Physical plant
- Remodeling
- Subscriptions
- Instructional technology
- Repairs budgets
- Furniture

Caveats

- We do not fund printing supplies or cost-recovery equipment but we do often fund printers.
- We do fund equipment for students that are also occasionally used for instruction.
- We do not fund budgets for repairs but we will often fund 3-year warranties and similar costs.

Tip!

If you have any requests that seem to be in a gray area, please contact us. We are happy to work with you. Email us at techfee@u.washington.edu

Good Ideas

The STFC looks positively upon proposals that add something unique to the student experience and the campus. Is your idea elegant? Is it innovative? Will it make the lives of students in your department/school better? What will it do for the students as a whole?

We like to be convinced that funding your proposal helps students have a better educational experience with expansive and unique opportunities enhanced by technology. When your good idea is packaged in a well-written proposal with ample evidence of student input and non-STF funding; when it avoids minefields and is done in cooperation with other campus units; then your good idea speaks for itself.

While the number of good ideas we can fund is limited by our budget, we make a special effort to fund, at least in part, all of the really great proposals that come our way. When your project is clearly in the best interests of students, it is clearly in our best interest to fund it.

Frequently Asked Questions

Who is on the committee?

The Student Technology Fee Committee is composed of seven undergraduate and three graduate students. There are also four ex-officio positions representing the University offices and the Presidents of ASUW and GPSS.

Are your meetings public?

All meetings are open to the public and proposal authors are greatly encouraged to attend. Having representatives attend STFC meetings during committee discussion of their proposals reduces the time necessary to investigate questions committee members may have, thus speeding the entire proposal process. Moreover, all the meeting minutes are posted on the committee website. Anyone is welcome to sit in the meetings.

When can I submit a proposal?

The committee holds yearly proposal submissions. The deadline is typically in January and is set out in the request for proposals. No proposals will be accepted after the deadline except under extreme conditions and at the discretion of the committee.

I'm not sure if what I want is acceptable for a proposal.

If you have already read this handbook and the answer is not here, please contact the committee and a committee member would be happy to meet with you to discuss the possibilities. You can reach the committee at techfee@u.washington.edu.

Do you only fund computers?

Although the majority of the technologies funded are computers, the committee expresses interest in other technologies such as telescopes, prototypes, and any type of "technology" that would enhance the student experience and lead the University of Washington into the leading edge. Please look to the request for proposal categories for examples of what the committee is currently looking to fund and also look at past proposals for an idea of what the committee has funded.

Shouldn't tuition and the administration be paying for technology on campus?

The Student Technology Fee was not intended to be "the" source of funding for technology. For this reason, the committee only funds equipment and not the installation or labor along with other restricted items. It is in this method of funding that the committee hopes to form a partnership with departments and the UW administration. State funding and tuition does not cover for extra technology. The Student Technology Fee was created to close the gap and provide students access to the leading edge technology.

What type of specifications should I select for the computers I need?

The committee will provide general guidelines on what type of specs will be needed for each application. For example, an e-mail terminal does not need the latest processors or large hard drives. However, it is expected that the equipment that the committee funds be accessible to students for a minimum of three years.

Will choosing cheaper computers give my proposal a better chance of being funded?

No, the committee judges a proposal on the benefits that it provides to students. The dollar amount is

not a deciding factor unless the equipment is too high end for its purpose. The proposal author should select equipment that fulfills the goals of the project.

What do I do with my old equipment?

If equipment that has been funded by the Student Technology Fee has been in service for three years or more, it can be done with as the department pleases. With the current budget crisis, it is suggested that your college or department shop around campus to see if other departments may need what you no longer have use for. After three years of authors are no longer liable to report to the committee on equipment usage.

My department received a letter from the committee stating that my proposal has been accepted. What happens next?

You will be contacted by our budget analyst and he will setup a budget number so that you may begin ordering your equipment. At this time, you must respond to his correspondence and accept your award.

If I want to make a change to the items in my proposal after the proposal has already been approved and funded, do I need to request the permission of the STFC?

Yes! If you make any changes to your proposal after it has already been approved by the STFC, you must create a supplemental request to the committee and have your desired change be approved by the committee before you do anything. To create a supplemental report, simply log on to your proposal, selected the "Edit" feature at the top, and then select the "Supplemental Report" at the bottom. Fill in the required information, and submit it to the website. Also, you are required to submit an email to the program coordinator (techfee@u.washington.edu) detailing what you are requesting, how much it costs, how much additional money you are requesting, and the reason for the change.

How do I reflect that the changes I am making are not changing/increasing the cost of my proposal on a Supplemental Request form?

When creating your Supplemental Request to the committee, indicate in "description" what exactly you are doing. As the website does not allow more room for explanation, letting the committee know what your intent is in this section will greatly reduce confusion. If the cost of your supplemental request is not effecting or having a negative effect on your budget, please make this plainly obvious in your explanation.

We began installing our equipment and realized that we left out a vital component of the system. What can we do?

The first step to this solution is to prevent it. Before submitting your proposal, be sure that all components of the project are included. However, if this is after the case, you must submit a supplemental proposal. At this point, the committee may accept your proposal or reject your proposal. If the equipment does not function without the key item and if your department will not funded it and the committee does not fund it due to restrictions, the committee exercises the right to take back the equipment and remaining funds in the budget.

Appendix

An Introduction to Our Website

- INTRODUCTION:** The website has been designed with your ease of use in mind, and has been expanded, adjusted, and updated with your needs as our primary concern. Some features outside of the core areas have been added, and these changes may take some getting used to. However, everything should be easy to understand and use after your first look or two – we’ve aimed to provide clear directions so you can simply jump right in to using our new features. As an introduction and overview, we’ve included the below descriptions and explanations of the site’s features to make understanding and using the website easy. After reading this, you should be ready to delve in to creating your new proposals for the 2010-2011 proposal cycle.
- HOME PAGE:** Here, you can log in, create an account, view our news alerts, or navigate to our documents section featuring committee agendas, minutes, findings, frequently asked questions, and various other items. Once you log in, you will be redirected to the Homepage, but with a now visible “Proposals” tab.
- “PROPOSAL” TAB:** Under this tab, you will find the links to “My Proposals,” “Browse,” “Search,” and “View by Department.” The last three features – “Browse,” “Search,” and “View by Department” all operate as before. The “My Proposals” tab is for you to utilize in your proposal creation and revision process.
- “MY PROPOSALS”:** Once logged in, selecting “My Proposals” will take you to where you can begin creating proposals. Through this page, you can view all of the proposals you have created, both past and present. You can either jump right in to proposal creation, via the “Create a Proposal” link on the right hand side of the page, or you can click on a previously created proposal to view more options.
- Again appearing on the right hand side of the page, the links activated by selecting a previously created proposal will give you a number of options towards your ultimate goal of getting a proposal approved by the Committee. For a proposal that has not yet been submitted to the Committee, your options include editing and viewing your proposal. When making edits, your progress will be saved at the end of every section, so during the proposal creation or editing process you can stop and go as you please.

Creating/Editing Proposals:

We have included some logos and images for important items you’re going to select. Secondly, you’ll see text boxes pop up when you run your cursor over areas that may need explaining, or we’ve placed them there to give you some helpful tips. The information we’ve included will help guide your creation of an STF Proposal.

Proposal Submission and Second Round:

Once a proposal has been submitted to the Committee for first round consideration, your proposal will be color coded for your reference – Orange for undecided, Green for approved, Purple for partially funded, and Red for Rejected. Once a decision has been made, you have more options available for your proposal needs. If your proposal has been partially funded or rejected and you wish to resubmit your proposal for a second round consideration, you can select the “Revise Proposal” link to get started on a second round revision. A second round revision is a re-writing of your proposal in an attempt to better convince the Committee to further fund or reconsider their original rejection. Keep in mind that a second round submission does not guarantee the same decisions will be made – a rejected proposal may be funded the second time, but a previously partially funded proposal may also be rejected.

Supplemental Requests:

Once a decision has been finalized, you can also submit a Supplemental report. These should be submitted any time you seek a change regarding the upwards adjustment in quantities of items, price changes, or item model changes. Additionally, should you want a totally new item not previously requested, this is the place to go as well. When creating a Supplemental request on the website, you are tasked with writing about what you need and why, along with specifying your requested items and the amount you need.

Please include the total change in cost to your proposal in your description AND the cost of the item, and the total cost of your proposal if the supplemental is approved. When filling in the written section of the request, include as many details as you think necessary to show the Committee the importance of your request. When the price of an originally requested item increases, you can simply discuss this matter in writing. However, when you decide to change models or the number of items you’d like, be specific in explaining why you’re making this change now instead of having been on the ball with your original Proposal. Moreover, also keep in mind that Supplemental reports are traditionally funded over the summer, with a smaller budget of \$10,000 for the entire summer so keep your requests reasonable and within the confines of a smaller budget.

Annual Report:

PLEASE CHECK BACK LATER FOR AN UPDATE ON NEW REQUIREMENTS FOR ANNUAL REPORTS

SUPPORT:

Finally, there are avenues of support in your proposal creation process if this guide does not help enough. First, take a look at the “Documents” section of the website. This easily accessible feature has a good deal of information regarding Proposal creation and submission. Additionally, this Handbook contains an enormous amount of info regarding how STF works and how the proposal process works. If you take a look at the index, you’ll see there is a Frequently Asked Questions section and Proposal Tips section just for you. Take a look at those, and if your question still isn’t answered, email the Program Coordinator and he or she will do everything they can to help you out.

We’d also very much appreciate any comments, questions, or bugs you run in to when visiting and using our site! Please, tell us what you think. Tell us what you hate, and what doesn’t work right.

Technology Fee Statute – RCW 28b.15.051

"Technology fees" — Defined — Use — Student government approval.

(1) The governing board of each of the state universities, the regional universities, and The Evergreen State College, upon the written agreement of its respective student government association or its equivalent, may establish and charge each enrolled student a technology fee, separate from tuition fees. During the 1996-97 academic year, any technology fee shall not exceed one hundred twenty dollars for a full-time student. Any technology fee charged to a part-time student shall be calculated as a pro rata share of the fee charged to a full-time student.

(2) Revenue from this fee shall be used exclusively for technology resources for general student use.

(3) Only changes in the amount of the student technology fee agreed upon by both the governing board and its respective student government association or its equivalent shall be used to adjust the amount charged to students. Changes in the amount charged to students, once implemented, become the basis for future changes.

(4) Annually, the student government association or its equivalent may abolish the fee by a majority vote. In the event of such a vote, the student government association or its equivalent shall notify the governing board of the institution. The fee shall cease being collected the term after the student government association or its equivalent voted to eliminate the fee.

(5) The student government association or its equivalent shall approve the annual expenditure plan for the fee revenue.

(6) The universities and The Evergreen State College shall deposit three and one-half percent of revenues from the technology fee into the institutional financial aid fund under RCW 28B.15.820.

(7) As used in this section, "technology fee" is a fee charged to students to recover, in whole or in part, the costs of providing and maintaining services to students that include, but need not be limited to: Access to the internet and world wide web, e-mail, computer and multimedia work stations and laboratories, computer software, and dial-up telephone services.

(8) Prior to the establishment of a technology fee, a governing board shall provide to the student governing body a list of existing fees of a similar nature or for a similar purpose. The board and the student governing body shall ensure that student fees for technology are not duplicative.

[1996 c 142 § 1.]

Regent Agreements

Be it resolved that the Board of Regent's authorizes the President of the Board of Regents and the President of the University of Washington to enter into new, campus specific, student Technology Fee Agreements. The new agreements for the Bothell Campus, the Seattle Campus, and the Tacoma Campus will replace the existing university-wide agreement, and will take effect if and only if all four student government associations, (ASUW, GPSS, ASUWB, and ASUWT) also agree to enter into the agreements. The three new agreements will be in the following form:

The University of Washington Bothell Campus Student Technology Fee Agreement

The University of Washington, through its President and Board of Regents, and the ASUWB, through its President, agree as follows: that a mandatory technology fee initially set at \$120 per year for full-time students at the Bothell campus will be assessed beginning Fall Quarter 2000; that the University of Washington Bothell Student Technology Fee Committee will approve the annual expenditure plan on a fiscal period from July 1 through June 30 of the following year; that the period from November first to February first is the only period in which the student government association can exercise the annual statutory prerogative to eliminate or reduce the fee by majority vote; and that the University of Washington Bothell Campus Student Technology Fee Committee will coordinate with the Student Technology Fee Uniform Access Committee for the funding of Uniform Access services.

The University of Washington Seattle Campus Student Technology Fee Agreement

The University of Washington, through its President and Board of Regents, and the ASUW, through its President, agree as follows: that a mandatory technology fee initially set at \$120 per year for full-time students at the Seattle campus will be assessed beginning Fall Quarter 2000; that the University of Washington Seattle Student Technology Fee Committee will approve the annual expenditure plan on a fiscal period from July 1 through June 30 of the following year; that the period from November first to February first is the only period in which the student government association can exercise the annual statutory prerogative to eliminate or reduce the fee by majority vote; and that the University of Washington Seattle Campus Student Technology Fee Committee will coordinate with the Student Technology Fee Uniform Access Committee for the funding of Uniform Access services.

The University of Washington, through its President and Board of Regents, and the GPSS, through its President, agree as follows: that a mandatory technology fee initially set at \$120 per year for full-time students at the Seattle campus will be assessed beginning Fall Quarter 2000; that the University of Washington Seattle Student Technology Fee Committee will approve the annual expenditure plan on a fiscal period from July 1 through June 30 of the following year; that the period from November first to February first is the only period in which the student government association can exercise the annual statutory prerogative to eliminate or reduce the fee by majority vote; and that the University of Washington Seattle Campus Student Technology Fee Committee will coordinate with the Student Technology Fee Uniform Access Committee for the funding of Uniform Access services.

The University of Washington Tacoma Campus Student Technology Fee Agreement

The University of Washington, through its President and Board of Regents, and the ASUWT, through its President, agree as follows: that a mandatory technology fee initially set at \$120 per year for full-time students at the Tacoma campus will be assessed beginning Fall Quarter 2000; that the University of Washington Tacoma Student Technology Fee Committee will approve the annual expenditure plan on a fiscal period from July 1 through June 30 of the following year; that the period from November first to February first is the only period in which the student government association can exercise the annual statutory prerogative to eliminate or reduce the fee by majority vote; and that the University of Washington Tacoma Campus Student Technology Fee Committee will coordinate with the Student Technology Fee Uniform Access Committee for the funding of Uniform Access services.

Finding on Supplemental Proposals

November 2002

The Committee finds that the intent of the supplemental proposal process is to allow flexibility to awardees in the event that circumstances beyond their control change after a proposal has been funded.

The Committee grants funds to fulfill the stated goals of the proposal, not to departments or individuals, and expects that any remaining funds in an award budget will be returned to the Committee once the goals of the proposal have been achieved.

The Committee finds that supplemental proposals are appropriate when submitted in advance of any “substantial changes” to the approved proposals, before any purchases of the items to be changed have been made. Substantial changes include, but are not limited to, changes in quantity, model, make, type, specifications, use, or access limitations on the funded resources.

The Committee typically looks favorably on supplemental proposals that request specification changes that provide additional needed functionality for students at a cost similar to the items in the original proposal.

The Committee generally does not approve supplemental proposals that are outside the scope of the original proposal.

The Committee is generally unsympathetic to requests for items that were inadvertently left out of the original proposal. The Committee reasons that proposal originators should bear the expense of providing items omitted from the original proposal. If the omitted equipment is vital to one or more of the primary functions of the equipment, exceptions may be granted.

The Committee generally does not approve supplemental proposals that appear to be designed to use up funds that were unneeded to buy equipment identified in the original proposal.

The Committee does not approve supplemental proposals after the alternative or additional items have been purchased. In fact, the Committee may choose to reduce the original award if items other than those approved have been purchased.

Finding on Accessibility

I. Definition of Resource Access Levels

Uniform Access

To qualify as a uniform access resource, the following criteria must be met.

1. Resource is available for use by all students from all three campuses with no restrictions.
2. Resource is available continuously or nearly continuously.
3. Usage of the resource is not geographically constrained to one campus.
4. Resource must specifically serve student needs from each of the three campuses.
5. There may be no access restrictions on the resource, as defined below.

Examples of Uniform Access: Dante Cluster, Modems

General Access

To qualify as a general access resource, the following criteria must be met.

1. Resource is available for use by all students from at least one campus.
2. Only registration and appointment restrictions may be applied to the resource.
3. Resource must serve a "general" need shared by many students, as defined by the STFC.
4. There may be only registration or appointment restrictions on the resource, as defined below.

Examples of General Access: UWired Labs, Language Learning Center

Other Access

Resources that are not defined as Uniform or General Access.

II. Definition of Resource Restrictions

No Restrictions Resource may be used by all UW students. A UWNetID may be required.

Registration Restriction Resource may be used by all UW students following registration with the resource owner. Registration is not an application and may not be denied.

Appointment Restriction Resource may be used by all UW students by appointment with the resource owner.

Priority Restriction Resource may be used by all UW students, but certain students receive priority or are exempted from registration or appointment requirements.

Restricted Resource Resource use restricted to certain students or an application is required for use.

III. Finding

Given that the Student Technology Fee (STF) is collected from nearly every student enrolled at the University of Washington, the Student Technology Fee Committee (STFC) finds that accessibility to equipment funded with STF funds is an important criterion by which STF proposals should be evaluated.

While the Committee recognizes that there are many legitimate reasons for limiting access to resources, the Committee favors more accessible technology for students.

The Committee also recognizes that students with disabilities often encounter barriers when using technology resources. The Committee will give special consideration to proposals including adaptive technologies that provide disabled users access.

IV. Policy

The STFC will generally give funding priority to proposals that have higher accessibility. In order to assess the accessibility of proposed resources objectively, the committee has developed three "access levels" which are defined above. Funding priority will be given first to uniform access proposals, followed by general access and then other access. Additionally, the committee will also consider which specific access restrictions that will be applied to the proposed resource and the inclusion of adaptive technologies in the proposal.

When determining how accessible a proposed resource will be, the Committee also considers placement of the proposed equipment, how the proposed equipment will be used, and during what times the equipment will be available. The Committee expects that the placement, purpose, and availability times of funded resources will be maintained for at least three years. Any changes must be brought to the attention of and approved by the Committee. After three years, please refer to your school's or college's policy on disposing of STF equipment.

Finding on Instructional Use of Equipment Funded by the Student Technology Fee

The Student Technology Fee Committee recognizes and supports the original intent of the technology fee, which was to supplement rather than a replace state funding of educational technology. It feels that the appropriate use of these student-controlled funds is primarily for non-instructional technology. That means technology that enhances the academic experience of students and that is easily accessible by students and that may be used in the ways students find most appropriate. Thus, the committee places a priority on funding initiatives that provide for technology that supplements the classroom experience rather than technology intended to be used mainly for administration or instruction, the latter being more appropriately provided by traditional state funding.

Four criteria are used in determining the degree to which technology is instructional in nature:

1. Whether and to what degree technology is available outside of scheduled class time.
2. Whether the technology will be located or used in an area that is primarily instructional.
3. The degree to which the equipment is inherently suited only for instruction.
4. Whether there are classes that are dependent on this equipment.

The time component is very influential in determining the instructional nature of proposed equipment. If a technology will be employed chiefly during scheduled classes, regardless of where those classes are held, it is considered instructional and is not within the funding purview of the STF. By chiefly we mean more than 50% of the time the equipment is available and accessible for student use. For example, a desktop computer, if available only during class time, would not supplement the classroom experience and would not be funded.

If technologies are not accessible by students because they are located within rooms used primarily for instruction or administration, they would not be funded by the STF. The Committee also has a separate finding on accessibility.

Finally, some technologies are inherently instructional by design. An overhead projector, even if accessible outside of class hours and in locations other than a classroom, is not well suited to non-instructional use. The STFC will not fund such equipment unless the proposal clearly shows that students will use the equipment primarily for non-instructional tasks.

The STF Committee recognizes that there may be occasions when generally non-instructional technology will be used for instruction. In such cases, those proposals that clearly demonstrate the most student control over the time, place, and manner of use will be given priority over those that are of mixed use or that do not indicate the degree of student control

Equipment and software funded by the Student Tech Fee may be used in the following manner if there is no impact on student access to that equipment and software:

During periods when equipment and software would not normally be used by students (after hours, during quarterly breaks, etc.) or in cases where there are periods of over-capacity (in the case of terminal services), the hosting facility is allowed to make use of the equipment in a fashion that would generate a revenue stream that supports both hosting departments new funding needs and non-instructional needs of students clients. All accounting for such revenue will be the responsibility of the hosting department.

Finding on Printing Costs

At the time when discussions of charging for all printing began, the most significant disagreements between the committee and the administration were on the issue of what constitutes a reasonable limit and charge in the future. In the discussions which led to Tech Fee funding for the equipment in the Commons, members of the committee engaged in several discussions with President McCormick, Provost Huntsman, Dean Campbell, Dean Landolt, and other members of the administration regarding who should bear responsibility for what costs related to technology on campus. We reached a broad agreement in the area of lab funding that the committee would typically fund equipment and the administration would typically fund staffing. Regarding the Commons, we made a more specific agreement. The Tech Fee would fund the requested equipment (CPUs, monitors, and printers) based upon a commitment from Dean Campbell to find funding to staff the facility. If printing charges are adjusted to include staff costs, this would go against the broader agreement, and would violate the specific commitment we made for the Commons.

In addition, the committee has in the past and will continue in the future to buy printers for the UWired labs and other labs across campus, so the committee would oppose including replacement costs in any charge to students.

There is disagreement between the committee and the administration about a responsibility to continue providing a significant amount of free printing. Administrators offer the point of view that the university does not provide basic supplies such as pens, blue books, and the like, and that printing is essentially similar. On principle, this makes sense. A strong argument can be made that the University should continue to pay for services necessary to fulfill its educational mission and students should pay in turn for our own personal costs. But the administration has fairly consistently shot this argument down and, in response to the presence of limited funding from Olympia, shifted costs of educational infrastructure to students. The clearest example of this has been in Internet service. With each year, more and more course material is being shifted onto the web, frequently as a result of administrative policies. The WWW is becoming an extension of the classroom, as more assignments, readings, contact between professors and students, and course information is shifted there, and students are paying for it via the Tech Fee.

The clear lines between university and student responsibilities have largely been obliterated, and this is the environment in which administrators and student leaders are operating.

Attempting to redraw a line on printing as a student responsibility simply won't work as neatly as it could if we worked in an environment where such lines were typically respected. The predominant philosophy now among student leaders is that we'll begrudgingly accept negotiating on the new costs that arise, but the university has a responsibility to pay for the services it has been providing in the past, or at the very least to discontinue such services only when the funding is being rededicated to services deemed to be a higher student priority. In such cases, the committee may be able to play a valuable role by stepping forward and helping to assume the cost of some student needs. But it should be noted that in the Spring of 1998, votes of both the ASUW and GPSS supported the opinion that it would not be appropriate in the case of printing for the committee to take over this responsibility from the university by funding a quota for each student.

Finding on Ongoing Costs

February 1997

The Student Technology Fee Committee (STFC), having discussed the issue of covering ongoing costs for computing on campus, and having voted on numerous occasions to limit the total percentage of technology fee which can go towards on-going costs, wishes to explain some of the rationale in this discussing:

Official stance

The STFC of the 1997-98 school year completed the first official by-laws, which were approved by the relevant student government bodies. In those by-laws, there is a limit of 10% of the technology fee funds allowable for ongoing costs. Therefore a change in the by-laws is required for a change in the total amount of the technology fee that goes toward ongoing costs.

Discussion

This limit grew out of a discussion that began during the 1996-97 school year around the issue of non-renewal of the technology fee. During the formation of the STFC in the Spring of 1996 there was considerable opposition to supporting any ongoing costs. The thought was that if the students were to reject further payments of the technology fee, then there was a danger in having ongoing costs of critical systems dependent upon such a revenue stream. More explicitly, the STFC was concerned about the use of technology fee funds to pay for ongoing modem line costs for the remote dial-in uniform access accounts.

The discussion during the fall of 1997 reflected the reservations of the previous STFC and the recognition that there was a real chance that the technology fee would not be renewed by the appropriate student governing bodies during February 1998. There was also the concern that by supporting ongoing costs, the discretionary nature of the fund would be lost and the role of the committee in determining the best use of funds diminished.

The STFC, although recognizing the spectrum of technology support the University of Washington provides to student, has therefore stated on numerous occasions that the Administration should make funding of technology for students a priority, and that there should not be a de facto reliance on the technology fee.

Because of the proposals for funding are approved on one-year cycles by the current sitting committee, there is no explicit mechanism by which the funds are allocated for expenditures beyond the current fiscal year (July 1st to June 31st). However, each year the committee should expect to see proposals from some departments and most notably from the Communications and Computing (C&C), to cover ongoing costs. These ongoing costs will be the costs that were identified as ongoing in the previous year's proposals.

Finding on Committee Inventory of Previously Funded Resources

The mission of the Student Technology Fee Committee is to fund technology for general student use on the UW Seattle campus. The Committee has frequently interpreted this mission statement to mean the funding of technology resources with the greatest possible access to the largest possible number of students. The Committee's strong support for access stems from the fact that all students pay the Fee each quarter, and are thus supporters of each and every resource funded by the Committee.

Currently, the Committee has one mechanism for feedback from proposal awardees: The semi-annual report ("the report"). The purpose of the report is to give proposal authors a chance to outline their proposal progress to the Committee and indicate when they expect their proposals to be complete. In addition, the report is a mechanism for the award recipients to explain any changes to the proposal's stated goals, access mechanisms and budgeted items to the Committee.

The Committee finds that the semi-annual reporting mechanism does not lend itself well to the collection and dissemination of information about the resources funded by the Committee after the proposal awardees have completed their purchases. The Committee desires to foster access to the resources it has funded by publicizing the availability and extent of the resources it has funded, but currently lacks sufficient information to do so.

The Committee further finds that an inventorying mechanism through which the Committee can evaluate the condition of the resources it has funded in the preceding year will benefit the Committee in making its funding decisions regarding new proposals from the awardees and publicizing the currently available resources funded by the Committee for the benefit of students at large.

The Committee further finds that any sufficient inventorying mechanism will identify the following regarding the operation and the condition of the resource and compare them to the original specifications in the proposal that was funded:

- Populations served
- Hours of operations
- Location
- Access restrictions
- Equipment number, type and specifications, including any that are damaged or stolen
- Software licenses
- Checkout procedures (if any)
- Cost recovery policies and items (if any)
- Identification of equipment as "funded by the Student Technology Fee"

The inventory will also include comments from the users of the facility as to their satisfaction with the resource and any suggestions for improvement.

The Committee further finds that the Coordinator of the Committee will be the lead person on the inventory of existing resources, in coordination with the Chair Pro Tem of the Committee. The text "Coordinates and performs the annual inventory of previously funded resources" will be added to the job description of the Coordinator. The Chair Pro Tem and the Coordinator will schedule appropriate times and deadlines for the inventory, taking into account the existing workload of the Coordinator.

The Committee further finds that publishing the results of the inventory in an easily accessible format will benefit the students who pay and support the Fee. Therefore, the Committee will take steps to incorporate the information from the inventory into its current map system.

Finding on Wireless Internet

Spring 2004

The Student Technology Fee Committee recognizes that wireless internet capability has great potential and it is the intent of this finding to clarify the Committee's position on funding of wireless at the University.

The definition of "wireless" or "wireless internet" is the equipment used to provide wireless internet access to students through wireless access points using 802.11.b, 802.11.g, or similar technology.

The Committee finds that recipients of funding for wireless fall into the following categories:

- **Student centers** are used mainly by students and are found in buildings not covered by any academic or administrative departments. Examples of such locations include the HUB and South Campus Center.
- **Student gathering spaces** are open multidisciplinary common spaces not maintained by academic departments such as commons, cafes, and residence halls.
- **Student meeting areas** in buildings maintained and funded by academic departments, but which are primarily used by students from a particular department as open student gathering spaces. Examples include student lounges and student labs
- **Libraries**
- **Classrooms**

The Committee has decided to fund each group for the following items:

Expense	Student centers	Gathering spaces	Meeting areas	Libraries	Classrooms
Wireless AP Hardware	✓	✓	✓	✓	
Security server	✓	✓	✓	✓	
Security software	✓	✓	✓	✓	
Site survey	✓	✓			
Cables and other installation materials	✓	✓			
Labor for Installation	✓				
Maintenance for APs and Security Software					

The Committee is willing to fund all startup costs for wireless in student centers because these buildings are funded with student fees. There are no academic departments responsible for these buildings, and the Committee would like to encourage the installation of wireless in such areas.

The Committee is willing to fund the hardware, software, and cabling for student gathering spaces, but not the labor to install the equipment. The Committee wishes to encourage wireless installation in such spaces, but believes that there should be a partnership between the maintaining department and the Tech Fee for some of the installation costs.

The Committee will fund the installation of hardware in meeting areas and libraries, but will not fund cabling or labor to install because this constitutes infrastructure which should be paid for by the department maintaining the building. Funding for wireless in classrooms is not fundable because it is instructional in nature and should be paid for with tuition, not additional student fees.

Consistent with STF Committee findings on instructional usage, the Committee will not pay for any portion of a wireless installation that will be intended for instructional usage (placed in a classroom, etc.). Similarly, based on the STF Committee finding for ongoing costs, the Committee will not pay for ongoing costs for maintenance or upkeep of wireless networks; however the Committee will fund warranty agreements for wireless hardware. The Committee prefers to partner with departments to share costs of maintaining and upgrading equipment.

The Committee will fund only those wireless systems installed and/or maintained by Computing & Communications or other similarly approved university-wide department. Wireless installations must meet school guidelines for security and authentication. The Committee will not fund wireless applications which simply replace cable activations to avoid port activation fees or do not create a new way of using technology to provide opportunities for students to learn and research in innovative ways.



Finding on Funding Guidelines

In order to make the process of submitting proposals easier the 2007-2008 STFC Committee has established a number of guidelines regarding the most common controversial portions of proposal requests.

Ongoing Costs

Because the continuity of the Student Technology Fee is not guaranteed the Committee has chosen to never fund ongoing costs. Proposal writers should avoid asking for subscriptions or anything else that requires payment in more than one installment.

Extended Care Packages/Warranties

The Committee has found that in general the equipment funded by the Student Technology Fee is replaced within three to five years because of technological progress and so extended warranties are rarely necessary. If proposal writers decide to ask for an extended care package or a warranty they should expect to provide strong justification for why the expense is necessary and for how long the equipment is expected to stay around.

Replacement of Out-of-Warranty Equipment

The Committee sometimes faces requests to replace old but functioning equipment that is out of warranty. The Committee has decided that the expiration of warranty alone is not a sufficient reason to replace old equipment. Proposal writers should either wait until the equipment is outdated and needs to be replaced or until the equipment is no longer functioning, in both of which cases the Committee will consider funding new equipment.

Software Upgrades

The Committee has found that in general software needs to be upgraded at the same rate as hardware for most of the equipment that the Student Technology Fee funds, and so will usually not consider requests for software upgrades. If the proposal writers include a request for upgrading software they should be prepared to demonstrate that the upgrade will significantly extend the lifetime of the equipment and should not expect the Committee to consider funding the replacement of the hardware equipment associated with the software in the next few years.

Physical Security Devices

The Committee will rarely fund physical security devices for any computers, laptops, or other equipment. Proposal authors will have to demonstrate extraordinary need for this equipment if they wish for it to be funded.

Power Cables, Power Strips, and other Infrastructure

The Committee believes that it is the responsibility of individual departments to provide the infrastructure necessary for the use of the funded equipment. As such the Committee will not fund power cables, power strips, furniture, or any other requests outside the specific technological equipment being funded.

Salaries

The Committee will not fund salaries, whether for personnel to maintain the equipment or for personnel to assist students with the equipment. This cost is fully the responsibility of individual departments.

Attendance

The proposal authors are strongly encouraged to attend the Committee meeting at which their proposal is discussed in order to be able to answer any questions the Committee members may have. The Committee will make every effort to contact proposal authors who are not present to answer questions, but if any concerns or questions remain about the proposal it will not be funded.



Finding on the Definition of Technology

March 2008

During the discussion on proposal 2008-074 ASUW Bicycle Tools and Equipment a question arose regarding the nature of the technology the committee should fund and whether funding for tools was appropriate. This report examines similar STF proposals in the past, and the committee's action on them, as well as the actions taken by the similar organizations in other Universities in the state in such situations.

The Student Technology Fee Committee is established and operates under RCW 28B.15.051 which authorizes the University of Washington to charge a fee up to \$120 in addition to tuition to cover the costs of providing access to technology for students. The law specifies that "Revenue from this fee shall be used exclusively for technology resources for general student use." These may include but not be limited to: "Access to the internet and world wide web, e-mail, computer and multimedia workstations and laboratories, computer software, and dial-up telephone services."

No other major university in the state except the University of Washington has an independent entity such as the STF Committee to oversee the use of the fee. At Washington State University the decisions regarding the allocations of the revenue are made by the executive body of the student government as a whole, which at Western Washington and Central Washington the responsibility falls to a single member of the student government. Judging by the information available, and communications with Tommy Simmons, the Vice-President of the ASWSU no other student government includes mechanical tools within items funded by their respective technology fees.

The STF Committee has in the past considered and funded proposals for mechanical tools similar to the proposal in question. In 2002 the Committee funded a number of tools and supplies as part of the Rainy Dawg proposal (2002-381-1), and in 2003 and 2004 funded tools for student use in Mechanical Engineering and Art departments (proposals 055 and 087 respectively).

In summary, while there is no direct provision for funding tools in either the law that established the technology fee or in the agreement between the Committee and the Board of Regents the Committee has in the past chosen to fund proposals for tools either as parts of larger proposals or individually unlike other universities in the state.

Finding on Prior Funding of ASUW Entities

March 2008

During the discussion on proposal 2008-074 ASUW Bicycle Tools and Equipment a question arose regarding the nature of the relationship between STF and ASUW and whether STF funding for an ASUW entity was appropriate. This report examines ASUW requests to STF since 2001 and the actions taken by the committee.

In 2001 the STF committee approved an ASUW proposal to purchase technology for a student-run radio station that would become the ASUW entity Rainy Dawg Radio. The original sum of the proposal was \$13,047 and it was supplemented a year later with a second proposal, this time directly from Rainy Dawg Radio for \$87,682. The committee had since then continued to fund the expansion of Rainy Dawg Radio, including proposals for new computers in 2004 (\$13,174) and for maintenance of old equipment and ongoing costs in 2005 (\$57,409).

Outside Rainy Dawg Radio the committee funded the costs of new computers for the ASUW Experimental College in 2003 for \$3,949 and a number of joint proposals between academic departments and ASUW. The Germanics department and the CHID department both submitted proposals together with ASUW for purchase of computers and audio technology to benefit undergraduate students.

Past history would indicate, therefore, that proposal 2008-074 was not out of the ordinary as ASUW entities have utilized STF funding in the past, and a rejection of the proposal on the grounds that it came from an ASUW entity would indicate a change from the committee's previous stance.

Finding on Uniform Access Resources

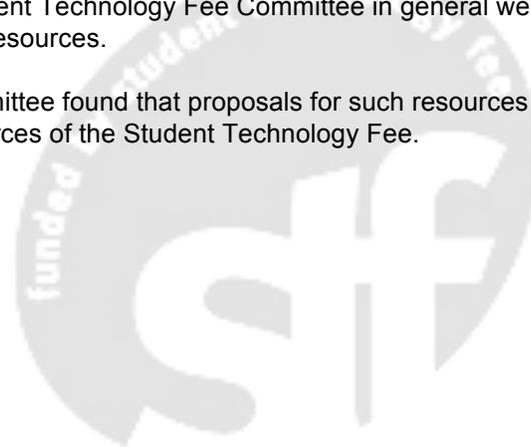
Spring 2009

The Uniform Access Committee of the 2008-2009 academic year finds that requests for funding to the Committee for University-wide essential computing and data services should not be funded by the Student Technology Fee Committee Uniform Access Committee, and instead should be regular operating costs incurred by the University of Washington.

In discussing Uniform Access proposals for the 2008-2009 academic year, the Committee members unanimously found that requested resources such as general University-wide server clusters, extended server warranties for University-wide server resources, data expansion for stated resources, and other types of upgrades for such resources are essential services of the University of Washington. As such, the Committee determined that essential services such as the aforementioned should be costs paid by the University through tuition and state funding, as they are necessary resources for students and their education.

Moreover, as the Committee determined that such resources are essential student resources that should be funded through regular University appropriations, it was determined that the Uniform Access Committee or Student Technology Fee Committee in general were not appropriate means of funding for the requested resources.

The Uniform Access Committee found that proposals for such resources should not be funded now or in the future through resources of the Student Technology Fee.



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