

## **08-11-00 Technology Access Fee Policy**

### **PURPOSE**

The purpose of this policy is to ensure compliance with TBR Guideline B-060, which requires each institution to prepare a detailed spending plan of the funding to be generated by the technology access fee.

### **GUIDELINES**

All requests must use the TAF equipment request form provided by the Business Office, have identified the applicable guideline (see below 1-9), identify requests for renewal of ongoing licenses or equipment warranty support, and be for at least \$2,001.00. For any items that are \$2,000.00 or less, those items should be requested in the annual budget process for the organizational department. Incomplete forms will be returned to the submitter for correction.

1. Computer and other technical laboratory supplies, equipment, software and maintenance.
2. Network service costs.
3. "Smart" or multi-media classroom equipment and classroom modifications.
4. Lab and course staffing - student and staff assistance for lab and classroom uses.
5. Faculty and staff development directly related to the introduction or application of new technology which impacts students. These guidelines should have the flexibility to place instructional technology in a faculty lab where course materials are being prepared. For example, TAF funds can be used to create faculty labs to include the purchase of computers and to conduct faculty training and course development. (Travel costs for faculty and staff are excluded; however, consultants may be hired as needed for training.)
6. Infrastructure (wiring, network, servers, etc.) necessary to provide students with maximum computing capability. A ceiling is established of 50% of the total project costs from which technology access fees can be used.
7. Expand technology resources in open student areas (i.e., video piped anywhere on campus, interactive video room for distance education, network for web video courses).

### **SOURCES**

- [TBR Policy 4.01.03.00](#) in Section V: Technology Access Fees

### **CHANGE LOG**

<b>Date</b>	<b>Change</b>	<b>By</b>
3/15/2021	Created from existing guideline.	PAK
9/1/2023	Removed previous number 5 stating: "New machines for faculty use when faculty are actively engaged in developing and conducting on-line courses." R&R funds are used for this in current practice. Having this in place carries the risk of inactivity by the faculty, particularly during the summer, or when positions change while the device is in service.	JBH
9/1/2023	Number 2 – Changed to "Network Service costs" from Network costs.	JBH
9/1/2023	Number 7 – Replaced library with "open student areas."	JBH

*Approved by President's Cabinet 6/14/21; updated 12/11/23*