

## **UCF TECHNOLOGY FEE GUIDELINES**

**Academic Year 2018-2019**

The 2007 Florida Legislature amended Florida Statutes, Section 1009.24, to establish “a technology fee of up to 5 percent of the tuition per credit hour, beginning with the fall term of the 2009-2010 academic year. The revenue from this fee shall be used to enhance instructional technology resources for students and faculty.”

### **UCF TECHNOLOGY FEE COMMITTEE**

Revenue generated by the Technology Fee is allocated by the UCF Technology Fee Committee, which consists of sixteen (16) members: four undergraduate students from the Orlando campus, one undergraduate student representing regional campuses, two graduate students from the Orlando campus, and one graduate student representing regional campuses, four faculty members, one representative of the Faculty Center for Teaching and Learning, and two professional staff representing central IT (Information Technologies and Resources). The Technology Fee Committee is chaired (non-voting) by the Vice President for Information Technologies and Resources and CIO. Committee members are required to recuse themselves from voting on a proposal submitted by their respective organizations. Terms of appointment are for two years, with half of the members rotating off the committee each year.

### **TECHNOLOGY FEE REQUESTS FOR PROPOSALS**

The Technology Fee Committee issues a Request for Proposals (RFP) in the fall of each academic year. Each RFP solicits proposals for projects that “enhance instructional technology resources for students and faculty,” as required by FS 1009.24. “Instructional technology” is defined as: information technology resources, services, or software that directly support the development and delivery of instruction.

Proposals are accepted in response to the RFP from the following: a) student government or student government agencies, b) UCF academic colleges or Regional Campuses, c) academic support units, and d) central IT units (Information Technologies and Resources). Proposals shall be for projects that employ information technology to enhance the development and delivery of instruction and promote student learning. Funding may be requested for:

- information technology equipment;
- data network resources, including connecting instructional equipment to the campus network;
- installation labor ( direct labor and installation costs only; e.g. OPS, vendor, or similar direct out-of-pocket labor costs);
- furniture or facilities improvements (FI) only as required for the specific instructional technology project (furniture and FI cost must not exceed 50% of total project cost);

- initial acquisition of software related to instruction or software that is required to support student facing or faculty-facing instructional technology.
- appropriate security device.

All proposals must be for one-time instructional technology projects. Three categories of proposals will be accepted: a) student-facing instructional technology projects (e.g., information technology used directly in support of the teaching and learning process), b) faculty-facing instructional technology projects (e.g., information technology used by faculty members in direct support of the teaching and learning process), and c) Instructional technology-related infrastructure projects (e.g., non-student-or faculty-facing technology, such as network equipment, that is directly associated with the delivery and support of instruction).

The following will not be supported with technology fee funds, and therefore cannot be included in proposals submitted in response to a technology fee RFP:

- overhead;
- faculty or staff office laptop computers or software;
- hardware, software, or services to be used for administrative purposes;
- software upgrades;
- wireless or wired networks other than those designed and provided by UCF IT;
- laboratory equipment, consumables, or printing supplies;
- labor costs of faculty, A&P, or USPS personnel employed by the submitting unit;
- contingency funds (all contingency funds will be held centrally).

All requested equipment and software must conform to campus standards. College or departmental matching funds may be used to supplement technology fee funding and are encouraged. Some commonly-requested items, such as PCs, will be purchased centrally in quantity in order to reduce per-unit costs. Thus, some substitutions may be required where appropriate. All PCs must be specified with a 5 year warranty, and Apple computers should have a 3 year warranty. Proposals requesting more than one multimedia classroom or classroom upgrade must include all such rooms in a single proposal and list rooms individually in priority order. Student-facing and faculty-facing instructional technology projects should include appropriate security devices such as security cables and security cameras, consistent with campus standards.

**Student-facing Technology Projects (points reflect maximum possible points)**

- access by students to the proposed instructional resources (e.g., full-time, part-time, limited access) (10 points);
- level of access (e.g. university, college, department, or course level) (10 points);
- evidence the project will benefit student learning (35 points);
- project success metrics (10 points);
- assessment plan (10 points);

- evidence of a plan and adequate resources to fully support the project over its projected life (15 points);
- clarity and appropriateness of budget presentation (5 points);
- cost sharing (5 points).

**Faculty-facing Instructional Technology Projects (points reflect maximum possible points)**

- number of faculty that will directly benefit from the project per academic year (all proposals must include the full methodology used to determine this number. Data and calculations must be provided) (10 points);
- access by faculty members to the proposed instructional resources (e.g., full-time, part-time, limited access) (10 points);
- level of access (e.g. university, college, department, or course level) (5 points);
- evidence the project will benefit student learning (30 points);
- project success metrics (10 points);
- assessment plan (10 points);
- evidence of a plan and adequate resources to fully support the project over its projected life (15 points);
- clarity and appropriateness of budget presentation (5 points);
- cost sharing (5 points).

**Instructional Technology-Related Infrastructure Projects (points reflect maximum possible points)**

- relationship of requested information technology infrastructure to the delivery or support of instruction (How does it support or enhance instruction?) (25 points);
- evidence of need for the requested new or upgraded information technology infrastructure (Why do you need it; what needs or problems will it address?) (30 points);
- instructional functions or spaces to be served by proposed information technology infrastructure (what instructional and non-instructional spaces or functions will be served? (15 points);
- evidence of a plan and adequate resources to fully support the requested infrastructure over its projected life (20 points);
- clarity and appropriateness of budget presentation (5 points);
- cost sharing (5 points).

The Technology Fee Committee will review RFP proposals, and may bring in outside experts to help review a proposal's technical or financial details. The committee may also contact the author(s) of any proposal to obtain additional information about the proposal. The Committee may provide full, partial, or no funding for a given proposal. Some item substitutions may be required (e.g., PCs purchased in quantity) where such substitutions will not negatively affect project outcomes but will reduce costs.

The Committee is not obligated to award all technology fee funds available at a given time, and any unused funds will be carried forward. In addition, up to 10% of projected annual fee revenues will be set aside to meet contingencies. The committee may allocate up to .25% of its projected annual fee revenues for administrative expenses, and may hire part-time staff assistants to perform administrative

tasks associated with the work of the Technology Fee Committee. Such staff will not be committee members and will have no voting rights. All projects receiving a Technology Fee award must make a substantive start within 12 months of the date upon which funding is released or the award will be withdrawn. "Substantive" means that equipment must be ordered, and/or actual construction begun. All technology fee proposals receiving funding will be required to submit an annual report in July of each year until the project is fully implemented. Periodic requests for an impact analysis on teaching and learning will be sent to selected proposers. The Technology Fee Committee will issue an annual report to the Provost and Vice President for Academic Affairs, and the Board of Trustee Finance and Facilities Committee accounting for the activities of the committee, funds awarded, and projects supported.