
BACKGROUND

In the Fall of 2008 a University-wide Instructional Technology assessment was conducted and its findings presented to the Board of Trustees. The assessment identified critical instructional technology gaps needing to be filled in order to place Pace on par with benchmark institutions. Also identified were

GOVERNANCE STRUCTURE

Oversight Committee for the Student Technology Fee

1. **Chair of the Committee (non voting member)**
Vice President, Information Technology Services and Chief Information Officer (CIO)

2. **Student Membership (8 voting members)**
 - a. 3 students from the New York City Campus
 - b. 3 students from the Pleasantville Campus
 - c. 1 student from the White Plains Campus
 - d. 1 student - preferably enrolled in a fully online program. If a student enrolled in an online program is not available to participate, a student from any other campus can fill this seat.
 - e. Membership will consist of designated voting members along with the designation of an equal number of alternates each from each campus, including online. In recruiting students, a broad representation of students are encouraged (i.e. residents, commuters, part-time, graduate)

3. **School/Colleges Membership (7 voting members)**
Instructional Technology representatives from each of the schools/Colleges
On an annual basis, each participating school/college will identify their Instructional Technology representative as a voting member.
Only one Representative from each school is entitled to vote at each meeting so as to comprise the five total school/college voting members.
< Faculty/college representative cannot attend, they can appoint a substitute nationally h n

4. **IIS/Budget Representative (non voting member)** / fl v <
The Associate Vice President, IT Planning Budget & Security from Information Technology Services will serve as the budget representative and maintain and provide updates on the Student IT Fee Budget.
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5. **Specific Departments/Services (non A F**

Committee Meetings

Four meetings of the Student Instructional Technology Fee will be held each academic year: (Oct, Nov/Dec, Feb, and March/Apr)

Submitting a Proposal

Students are encouraged to submit a funding proposal to the Student Technology Fee Committee. All submissions will be evaluated and considered at a scheduled Student Technology Fee Committee Meeting.

A funding proposal can be submitted at <https://www.pace.edu/its/teaching-and-learning/student-technology-fee/student-technology-fee-proposal>

Proposals submitted by Faculty and/or Academic Department must include a statement of approval from their Dean and Chairperson. Proposals submitted by student groups must include a statement of approval from their faculty advisor (for student groups) or Dean for Students Offices (for general student technology). After receiving your proposal ITS will review the proposal to ensure that it meets the criteria listed in Section D above. If it meets criteria, a presentation will be scheduled for the next committee meeting and applicants will be invited to attend and present their proposal. All proposals must be received at least two weeks prior to meeting dates.

Proposal Review and Approval

Proposals will be reviewed by the Committee at scheduled meetings. The requestor will be invited to make a brief presentation to the committee concerning their proposal(s) and a short Q&A session will follow to answer any questions from Committee members. During this time, the Committee can propose modifications to the proposal. Each proposal will be voted on by the voting members in attendance (assuming a quorum is available).

Funding/Execution of Approved Projects

Approved projects will be funded and implemented based on availability of funds. If funds are not available in the current fiscal year, projects can be deferred to the next fiscal year if advance funding is not available. Departments receiving funding for hardware or software used for their programs, must commit to covering ongoing expenses for all consumables as well as any single or limited use software/services required. ITS may need to make modifications to approved project budgets after approval to accommodate changes to pricing equipment, or other academic needs.

Evaluation of Approved Projects

Approved projects will be reviewed periodically to evaluate utilization and determine if the solution continues to meet University and user needs and support instruction. If it is found that a product or service no longer has significant utilization, no longer supports instruction, or otherwise is no longer useful, Committee Members can recommend defunding the item. If approved, the item will be discontinued at the next possible annual renewal.