

*From ABOR Policy Section 4-105*

*‘Technology expenses must be course-specific, beyond the normally expected basic services, to be determined by each university.’*

**Note: To assist in evaluating course fee requests relating to technology expenses, the following explanations need to be considered by submitting unit.**

While “technology” generally refers to computers (hardware and software) or digital devices, in some cases “technology” may include analog tools that support discipline specific instructional requirements.

“Centrally provisioned basic services” are meant to include all university-wide resources associated with computer hardware (Windows, Apple or Unix/Linux systems) capable of running reasonably current versions of common applications, e.g., word processors, spread sheets, presentation, network browsers, etc. and includes print services.

“Locally provisioned basic services” refer to the minimum resources that an academic unit needs to achieve the learning outcomes associated with its instructional programs.

Basic technologies and standard practices change regularly. To ensure alignment and compatibility with University-wide strategies, departments are urged to consult central IT units such as the Office of Student Computing Resources (OSCR), the Learning Technologies Center (LTC), and the Center for Computing and Information Technology (CCIT), and to stay abreast of reports and plans issued by campus technology advisory bodies. In addition, academic units are strongly encouraged to incorporate pay-for-print technologies to address costs associated with “standard output” of student related work.

Recognizing wide variation in the instructional technology needs of departments the following information provides guidance for those seeking technology related course fees, as well as a framework for evaluating technology fee requests made to the University Fees Committee. Note: the Provost is responsible for final decisions made on recommendations forwarded from the Committee.

Technology Expense Fees are limited to costs associated with the acquisition and maintenance of specialized equipment including computer/digital hardware, non-standard software and specialized “consumables” (e.g., special papers and color inks, 3D printer materials, etc.) and any other tools associated with instructional needs that extend beyond locally provisioned or centrally provisioned basic services.

As part of any technology-based course fees requests, an academic unit will describe the ‘basic’ level of service that they already provide (either locally-based within the department or through university-wide resources), in order to show the necessity for the “specialized” technology needs that they are requesting course fees to help support.

## **Required Information:**

In order to qualify for a special class fee/deposit under the Technology Expense Fee category, these additional criteria must be satisfied:

- The technology expense must support the delivery of instruction in a manner that is demonstrably of special value to students.
- The technology expense must be specific to the course. However, these costs may apply to more than one course.
- The technology expense must be beyond those instructional support services the unit would normally be expected to provide from its operations.

It is recognized that in certain cases, fees will accumulate for a period of one or two years and then be disbursed for upgrades, replacements, repairs, etc. Examples might include specialized laboratory equipment, high-end multimedia workstations and servers, digital cameras, special output devices (plotters, large scale printers, 3D / rapid prototype out put devices, etc).

The following questions should be used to determine whether a fee request is appropriate and how to structure a course fee to minimize the cost to students.

1. What benefit is added to students using the technology?
2. What is the detrimental effect of not utilizing the technology?
3. Is the technology in line with standards relevant to the department and/or consistent with campus trends?
4. Is the technology required for all sections of a course or used by selected sections or instructors?
5. Will the technology be used by for research purposes? (Note: research is not supportable by course fees)
6. Will technology be secured against use by individuals not paying for its use?