

## Guidelines for Expenditures

### Student Technology Fee Miami University

The student technology fee was created by combining three fees with the following targeted areas of expense:

- Funding for infrastructure components or services required to provide a stable, technologically current network and computing environment for students,
- Funding to provide life cycle funding to ensure that technology and services used by students are constantly being refurbished or replaced, and
- Funding to provide seed money for new, innovative uses of technology or technological services that will make students' life in the Miami community more educationally successful, enjoyable, or convenient.

The student technology fee should be used primarily in support of instructional technology. Purchases should directly benefit students in meeting the educational goals of their academic programs. High priority should be given to supply access to productivity tools, discipline-specific software packages, internal/external research databases, introductory/advanced training, and access to networked resources from on and off campus. Other areas, such as administrative applications or scientific equipment/laboratories, while worthy, should be funded through other sources. These guidelines help to provide a framework for Miami University's decisions on allocating use of the Student Technology Fee.

#### The Student Technology Fee Funds:

- 1. Are to be used to assure that there is a sufficient number of campus licenses for productivity tools** (e.g. Microsoft Office Suite and Adobe Creative Suite).
- 2. May be used to support student access to software packages within the disciplines.** Examples of such packages include computer assisted design, music composition, art/drawing tools, scientific notation, modeling, web publishing, and others. Computer-based or web-based instructional modules may also be considered within the scope of this guideline.
- 3. May be used for hardware/network-related expenditures such as general-purpose or specialized classrooms, computer labs or technology resources.** Timely access to internet-based research tools and specialized computing is an essential part of the learning process in some disciplines.
- 4. May be used for training students.** Training in the effective use of the many resources the University provides to students for use in their course work is essential.
- 5. May be used to leverage other funds where appropriate.** To maximize resources available to Miami's students, funding from a grant or other one-time allocation may be combined with technology fee revenues.
- 6. May be used—occasionally with justification—for temporary or ongoing staffing.** Fees may be expended in situations where added staffing can provide added value to the students that can be substantiated and reviewed over time. For example, hiring temporary trainers may be the best way to quickly introduce a new product that is deployed on a campus-wide basis. However, Student Technology Fees should in no circumstances be used to fund existing positions that otherwise would be funded from the Operating Budget. In addition, Technology Fee revenues should not be applied to fund positions that have a significant administrative or faculty research component.