

Colorado School of Mines

Technology Fee Guidelines

Updated Spring 2024

Technology Fee Rationale and Purpose

The unique focus and mission at Mines make it especially difficult to financially support rapidly changing technologies. The technological needs of differing programs and departments require specialized software, hardware, or other resources that are not always readily accessible or affordable to students. Mines is committed to ensuring that students have appropriate access to resources required to meet the needs of their academic program. Technology fees are used to address these needs.

The technology fee is intended to augment funds already expended for instructional technology and technology infrastructure. Revenues are not to replace current or future budgets, fundraising efforts, or other income sources for technology support and projects.

Administration of Technology Fee

The Technology Fee Committee is utilized to solicit, review, and select proposals requesting technology fee funds. Participation includes Mines employees, students, and information technology (IT) staff.

The Committee consists of:

- Three students appointed by the Undergraduate Student Government (USG)
- Two students appointed by the Graduate Student Government (GSG)
- Five institutional representatives appointed by the President
- A Committee chairperson from IT appointed by the President

The Committee

- Accepts proposals from any program, department, or division that serves and supports students, and any official Mines student organization.
- Works with IT to evaluate the technical feasibility to determine if there are factors that may impact the viability of a proposal being implemented.

The Chairperson

- Provides overall guidance and direction for the committee and may provide a tie-breaking vote when necessary.
- Ensures no committee member votes on a proposal in which they have a vested interest or a conflict of interest, though they may participate in the discussion.
- Ensures all Mines policies and procedures are observed.
- Works with the Office of Budget and Financial Planning to establish technology fee revenue projections to determine the availability of funds in any given year.
- Coordinates priorities with the department head if more than one proposal is submitted from a department.

Guidelines for Technology Fee Proposals

- Department leaders (Department Heads, Deans, AVP, Executive Director, or equivalent), USG and GSG leadership, and club sponsors must approve all proposals from their areas.
- Proposals should only request funding for technology. Proposals may be denied if other types of items are included.
- Proposals for computers, monitors, and AV equipment (projectors, TV displays, microphones, speakers, etc.) must be submitted by the IT department on behalf of the department or organization requesting the equipment. This ensures standards are followed for supportability.
 - Submit an IT consultation request with the details of your proposal idea at least 5 weeks (3 weeks for fall 2024) before the call for proposal deadline:
<https://helpcenter.mines.edu/TDClient/1946/Portal/Requests/ServiceDet?ID=34985>
- All software must be reviewed and approved through the software review process.
 - Submit the software review request at least 2 weeks before the call for proposal deadline:
<https://helpcenter.mines.edu/TDClient/1946/Portal/Requests/ServiceDet?ID=35898>
- Priority will be given to proposals that positively impact the most students. Students must have easy and seamless access to the resources being funded.
- The stated student impact of the proposal must be accurate and honest.
- Letters of endorsement of proposals will be viewed favorably.
- Matching funding for the request will be viewed favorably.

Authorized Uses of Technology Fees

- Purchase of IT-approved computer hardware, printers, and peripherals.
- Purchase of instructional technology that improves the learning environment.
- Hardware, software, or peripherals to support student accessibility needs.
- Laboratory instruments intended for student use.

Prohibited Uses of Technology Fees

- Solutions not routinely available to multiple students.
- Specialized resources primarily used by faculty.
- Solutions primarily used to support business functions.
- Equipment to be located or stored within an individual's office.
- Payment/compensation of full-time or permanent part-time personnel.
- Purchase, lease, or maintenance of equipment or software primarily intended to support research projects or activities.

Distribution of Technology Fees

The Technology Fee Committee is responsible for distributing funds. The Committee will decide on the appropriate balance between central computing infrastructure needs and departmental computing needs. The distribution may vary each year depending on the submitted proposals.

Technology Fee Amount

- Spring Semester: \$94.00
- Summer Semester: \$44.00
- Fall Semester: \$94.00
- The revenue generated by the fee will be matched annually by the institution up to a maximum of \$60 for fall and spring semesters, and \$30 for summer.