

February 1, 2011

To All,

This is a call for **Instructional Technology Enhancement Project (ITEP)** proposals to be funded from the new technology fee. The purpose of the technology fee, as defined by Florida Statutes, is to enhance instructional technology resources for students and faculty.

As defined by the Technology Fee Task Force (Guiding Principles attached), **ITEPs** are focused projects proposed by an individual or small team with the intention of exploring new applications of instructional technology. ITEPs will typically be lead by a faculty "principal investigator." ITEPs are time-limited projects (up to two years in length) and allocations of Technology Fee funds to these projects are non-recurring. Thirty percent (30%) of Technology Fee revenues are allocated for awarding to ITEPs.

The Technology Fee Task Force also established the following criteria to be used in prioritizing and recommending ITEP proposals for funding:

Required:

- Proposals must meet the definition for instructional technology enhancement stated above.
- Supports and aligns with the UWF Strategic Plan.

At least one or more:

- Enhances student technology access.
- Enhances innovation in teaching and learning.
- Enhances the teaching and learning experience promoting student engagement, assessment and success.
- Provides enhanced technology resources for students and faculty with special needs or disabilities.
- Provides enhanced training for students and faculty for use of technology.

ITEP proposals may initiate within a single course by a faculty Principal Investigator, but have the potential to be implemented on a larger scale. Consideration for scalability, and continued operation once funding is no longer available, should occur at the onset of the project.

Project proposals shall include resource requirements, as appropriate, for:

- Hardware which meets standards established by the Information Technology Planning and Advisory Committee (ITPAC).
- Personnel – only OPS and other time-limited appointments as these are non-recurring funds.
- Faculty compensation is excluded.

Funding requests should be made by submitting a proposal that addresses each of the items on the attached template no later than Friday, **March 4, 2011**. Please submit your requests to Brian Whitney (bwhitney@uwf.edu). After the deadline, the proposals will be evaluated and prioritized. Once the evaluation process is complete, I will announce the funded **ITEPs** to the University community.

If you have any questions, please let me know.

Chula King
Provost and Vice President

Division of Academic Affairs
Instructional Technology Enhancement Project (ITEP) Proposals Template
2009/2010

ITEP proposals must provide the following information:

1. Project description.
2. Description of project alignment with UWF Strategic Plan.
3. Description of benefits provided:
 - a) Ways in which student access to technology will be enhanced.
 - b) How the student experience will be enhanced.
 - c) How assessment will be conducted.
 - d) Which and how many students will be impacted.
 - e) How students with special needs or disabilities would be helped.
 - f) How training of students and faculty in the use of technology would be enhanced.
4. How will success be measured? Provide metrics.
5. Description of resources for the project and projected ongoing resource needs (total cost of ownership for the life of the project) including:
 - a) Any hardware requirements (which should comply with standards established by the ITPAC (Information Technology Planning and Advisory Committee).
 - b) Any software requirements (which should comply with standards established by the ITPAC (Information Technology Planning and Advisory Committee).
 - c) Any personnel costs – only OPS and other time-limited appointments, non-recurring.
6. Provide the proposed timeline for the project with major milestones and project end dates.
7. Include a plan for sustainability of the project beyond the initial project period if applicable.
8. Provide any resource matching which might be provided by organizations with appropriate commitment authority documentation.
9. Indicate which individual or group will implement the project (to help determine any additional costs and resource restraints).
10. Indicate a lead person (“Principal Investigator”) for the project for all communications and overall responsibility for reporting and fund utilization.
11. Project proposals should be succinct and submitted to the Technology Fee Committee by the deadline with a notice of submission to the chair and the dean or appropriately designated leadership in the unit (Center Director, etc.).

University of West Florida

Guiding Principles for Use of Technology Fee Funds

TECHNOLOGY FEE TASK FORCE 2008-09

Pam Northrup, Committee Chair; Jack Azzaretto, Michael Dieckmann, George Ellenberg, Pete Metarko, Tim O’Keefe, Richie Platt, Ed Ranelli, Bob Shaw, Laura Tissington, Helen Wigtersma, Michelle Woolwine (student).

BACKGROUND

In 2007, the 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. The technology fee shall not be included in any award under the Florida Bright Futures Program.*”

The Provost appointed a committee to study the technology fee and to make recommendations on the amount and use of the fee. The Board of Trustees at its June 2009 meeting established the amount of the technology fee at UWF as the full 5% for undergraduate courses and an equal dollar amount for graduate courses beginning Fall 2009.

PURPOSE AND DEFINITIONS

Purpose. The purpose of the fee, as defined in Florida Statutes, is to *enhance instructional technology resources for students and faculty*. The definitions for both *instructional technology resources* and *enhancement* are as follows:

Instructional technology resources for the purposes of this fee include both tools and resources used by faculty in preparing and delivering instruction (including support of the faculty’s ability to utilize such tools) as well as tools and resources used by students in their learning (and support of students’ ability to use those tools). Thus, instructional technology includes (but is not limited to) items such as computer hardware and software, classroom technology, computer lab facilities, technology infrastructure used in teaching and learning, instructional delivery platforms such as eLearning.uwf.edu, databases and library resources, support services for instructional technology, and support for academic innovation. Instructional technology specifically does *not* include items such as administrative information systems and technology support for administrators, business process improvement, or administrative reporting functions. However, we recognize that some common technology resources – such as faculty computers – are used for both instructional and non-instructional purposes.

Enhancement for the purposes of this fee refers to an improvement over the current state of instructional technology available to UWF students and faculty.

UWF Technology Fees will be used to fund two categories of projects:

Instructional Technology Enhancement Projects (ITEPs) are focused projects proposed by an individual or small team with the intention of exploring new applications of instructional technology. ITEPs will typically be lead by a faculty “principal investigator.” ITEPs are time-limited projects (up to two years in length) and allocations of Technology Fee funds to these projects are non-recurring. Thirty percent (30%) of Technology Fee revenues are allocated for awarding to ITEPs.

Systemic Projects are projects proposed by operational units of the university (e.g., colleges, academic departments, Library, etc.) for instructional technology enhancements of unit-wide or university-wide scope. These projects are awarded by the Provost. Seventy percent (70%) of Technology Fee revenues are allocated for funding Systemic Projects.

RECOMMENDATIONS

After several meetings of the Technology Fee Task Force throughout the 2008-09 academic year, the following recommendations include:

- This fee will be used to enhance instructional technology resources in alignment with the above definitions of *instructional technology* and *enhancement*.
- A new committee, the Technology Fee Committee (TFC) will be formed to provide oversight and make recommendations to the Provost on expenditures for both Systemic Projects and Instructional Technology Enhancement Projects.
- Award of Systemic Project proposals (70% of collections) will be made by the Provost through both allocations to priority needs as well as through projects that are reviewed by the TFC. These projects will have unit-wide or university-wide implications and are at the discretion of the Provost.
- Award of Instructional Technology Enhancement Projects (30% of collections) will be made annually based on recommendations from the TFC.

ROLE OF TECHNOLOGY FEE COMMITTEE

This Committee will meet throughout the year to review proposals, make recommendations to the Provost and monitor existing projects.

- Members of the Technology Fee Committee (TFC) will serve for three consecutive years to provide consistency. Representation will include:
 - Colleges,.
 - Enrollment Services.
 - Information Technology Services.
 - Library.
 - Emerald Coast Campus.
 - Academic Technology Center.
 - Students (preferably SGA Finance Committee member or other area of responsibility where student has broad understanding of fees).
 - Faculty Senate.

- Chair of IT Planning and Advisory Committee (ITPAC).
- Chair of Graduate Council (or designee).
- The Technology Fee Committee will establish guiding principles for fund utilization and the process for proposals and recommendations.
 - 70% of the funds will be retained by the Provost to be allocated to Systemic Projects.
 - 30% will fund Instructional Technology Enhancement Projects.
- A reporting method for project approvals and funding, implementation progress, and results is to be established. ITEPs will be awarded once a year; Systemic Projects may be allocated by the Provost throughout the academic year. The TFC will schedule its timeframes in order to meet proposal deadlines so that notifications will come out in April for the next academic year.

MANAGEMENT OF TECHNOLOGY FEE

The following principles will apply to management of the fees collected:

- The funds from the Technology Fee should not be used to offset any expenditures cut, or reduced, due to budget reductions. This applies to all budget reductions occurring after July 1, 2007.
- The funds from the Technology Fee should not duplicate other resources and fees at UWF, expressly the distance learning fee, equipment fee and materials & supplies fee.
- Annual reports on projects and overall technology fee expenditures will be made by the Provost to the university community, including SGA and the BOT.
- Unused funding for projects will be returned to the fund for other projects.

PRINCIPLES FOR SYSTEMIC PROJECT PROPOSALS

Systemic Project proposals will be awarded at the discretion of the Provost to support instructional technology enhancements that are evident in university-wide activity. Brief proposals should be submitted to the Provost for review; the required criteria are as follows:

- Proposals must meet the definition for instructional technology enhancement stated above.
- Supports and aligns with the UWF Strategic Plan

The Technology Fee Committee is available to support the Provost in review of Systemic Project Proposals.

PRINCIPLES FOR INSTRUCTIONAL TECHNOLOGY ENHANCEMENT PROJECT (ITEP) PROPOSAL

All ITEP proposals submitted for use of the Technology Fee funds shall be prioritized and recommended based on the following initially proposed criteria:

Required:

- Proposals must meet the definition for instructional technology enhancement stated above.
- Supports and aligns with the UWF Strategic Plan.

At least one or more:

- Enhances student technology access.
- Enhances innovation in teaching and learning.
- Enhances the teaching and learning experience promoting student engagement, assessment and success.
- Provides enhanced technology resources for students and faculty with special needs or disabilities.
- Provides enhanced training for students and faculty for use of technology.

ITEP proposals may initiate within a single course by a faculty Principal Investigator, but have the potential to be implemented on a larger scale. Consideration for scalability, and continued operation once funding is no longer available, should occur at the onset of the project.

Project proposals shall include resource requirements, as appropriate, for:

- Hardware which meets standards established by the Information Technology Planning and Advisory Committee (ITPAC).
- Personnel – only OPS and other time-limited appointments as these are non-recurring funds.
- Faculty compensation is excluded.

Projects considered for the use of the Technology Fee will be time-limited, non-recurring projects in order to prevent recurring costs from consuming the entire fee balance over time. Projects may be proposed for funding for up to two years with the option to apply for one additional year based on project success and available funding. The project proposal must include not only initial purchases but any ongoing costs during the term of the project. In addition, the proposal must provide a plan for disposition of the project at the end of the project period. If the project is proposed for ongoing support, a plan for sustainability must be provided. The project must be completed as planned and results reported at key points throughout the project. End of project presentations and reports are required, or else the investigators will be permanently excluded from consideration for future technology fee projects.

ITEP proposals must be submitted by the deadline each year in order to provide adequate time for analysis, ranking and recommendations for implementation in the following funding cycle. The Technology Fee Committee will provide its recommendations on the ITEP projects submitted to the Provost.

ITEP Proposal Format

Projects proposals will be submitted on a standard template and must provide the following information:

- Project description.
- Description of project alignment with UWF Strategic Plan.
- Description of benefits provided:
 - Ways in which student access to technology will be enhanced.
 - How the student experience will be enhanced.
 - How assessment will be conducted.
 - Which and how many students will be impacted.
 - How students with special needs or disabilities would be helped.
 - How training of students and faculty in the use of technology would be enhanced.
- How will success be measured? Provide metrics.
- Description of resources for the project and projected ongoing resource needs (total cost of ownership for the life of the project) including:
 - Any hardware requirements (which should comply with standards established by the ITPAC (Information Technology Planning and Advisory Committee).
 - Any software requirements (which should comply with standards established by the ITPAC (Information Technology Planning and Advisory Committee).
 - Any personnel costs – only OPS and other time-limited appointments, non-recurring.
- Provide the proposed timeline for the project with major milestones and project end dates.
- Include a plan for sustainability of the project beyond the initial project period if applicable.
- Provide any resource matching which might be provided by organizations with appropriate commitment authority documentation.
- Indicate which individual or group will implement the project (to help determine any additional costs and resource restraints).
- Indicate a lead person (“Principal Investigator”) for the project for all communications and overall responsibility for reporting and fund utilization.
- Project proposals should be succinct and submitted to the Technology Fee Committee by the deadline with a notice of submission to the chair and the dean or appropriately designated leadership in the unit (Center Director, etc.).

It should be noted that funding for a project proposal does not automatically equate to a priority assignment for any university resource. It should be evident in the project proposal that agreements have been reached with all university resources required to support the project. This is critical.

Project Evaluation and Recommendations

The Technology Fee Committee will use the following criteria for making its recommendation on which projects should be prioritized and/or funded:

Required Criteria

- Alignment with UWF Strategic Plan.
- Perceived value on enhancement of instructional technology.
- Impact on number of students.

- Relative cost/rate of return on investment.
- Budget adequacy.
- Organization's ability to implement.
- Perceived value on student engagement, assessment and success.

PROJECT MANAGEMENT

The following guidelines will be instituted to ensure project management and accountability checkpoints throughout the duration of the awarded project:

- The Provost or designee will provide accountability oversight on all projects.
- Cost monitoring will be accomplished and any project changes which require an increase in cost will be required to have approval from the Technology Fee Committee before proceeding.
- Project reporting will be made each semester, mapping actual to identified success criteria (metrics).
- Projects will be closed out with all accounting entries and a report of accomplishments.
- Failure to comply with specified reporting requirements will be noted and result in all funding being eliminated.

Date approved by Technology Fee Task Force: October 20, 2009

Date approved by Faculty Senate: December 10, 2009

Date approved by Provost: January 7, 2010