

**Middle Tennessee State University
Technology Access Fee Allocation Category Definitions**

Category 1. INFRASTRUCTURE.

Included in this category are connectivity costs, mainframe costs, and central computing systems as allowed for under TAF guidelines.

Process: ITD will submit a spending plan of all requests for approval on an annual basis.

Category 2. REPAIR, REPLACEMENT, AND RENOVATION.

2A. Student Accessible Workstation Replacement

This category provides for the replacement and warranty of computer workstations and laptops accessible to students in or outside of class, and will include all instructional spaces on a scheduled basis. Faculty and staff workstations, administrative functions such as student testing, and faculty and staff training labs are not included. The computer workstation replacement is the standard configuration recommended by ITD. Departments wishing a higher level computer or printer are welcome to subsidize the cost of the standard configuration or submit a request for an exception to the standard to the ITC. Other required peripherals and specialized software, renovations, furniture or other infrastructure are not included. Computers purchased with other student fees are not eligible for TAF replacement.

Process: ITD maintains an inventory of existing student accessible computer workstations/laptops and recommends a replacement priority and replacement timeline. The inventory list is updated annually and a replacement priority listing will be submitted to the Provost office for approval. This replacement plan does not prohibit the replacement or upgrading of student accessible computers under other appropriate categories. Excess funds at the end of the year in this category will be used to fund other Category 2 areas.

2B. Replacement of Smart Classroom Components.

This category provides for the replacement of outdated standard components in existing Smart Classrooms. The Provost Office administers the process for this category.

Process: ITD will identify functional but outdated equipment on an annual basis. Deans may request ITD to review particular rooms in their college. Excess funds at the end of the year in this category will be used to fund other Category 2 areas.

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2C. Emergency Repair and Replacement.

This category is for emergency repair and replacement of instructional equipment. The Provost Office administers the process for this category. Stolen instructional equipment is considered an instructional emergency. These funds can also be approved to correct mistakes in approved projects. The expenditures in this category are provided on the web.

Process: A department or school may request emergency repair and replacement of discipline specific instructional equipment through their department chair and dean/vice president as long as funds are available. The dean must confirm the request as a discipline specific instructional emergency.

Smart classroom emergencies must have an ITD work order submitted. ITD will determine the need for the classroom and work with the Provost Office for funding. Excess funds at the end of the year in this category will be used to fund other Category 2 areas.

Category 3. RECURRING COSTS.

This category subsidizes recurring costs for STA training, ITD help desk, ITC approved computer labs, and university database subscriptions. The committee determines the duration of these recurring subsidies. Therefore, the establishment of new approved labs or the purchase of new databases will require the identification of other recurring funds or reallocation of existing funds.

3A. ITC Approved University Computer Labs.

This category includes the recurring costs of student and GTA staffing for ITC approved university computer labs and the ITD Help Desk and STA training. Student workers in all ITC approved computer labs must participate in the STA Training Program. These students must be enrolled full time for the fall or spring semester that they are working. Students working over the summer must be enrolled full time for the previous spring semester and the following fall semester or be enrolled in three hours or more during the summer. Exceptions are made for students in their final semester that will be graduating. Student workers in TAF approved areas are limited to 28 hours of work per week. (International and graduate assistants are limited to 20 hours per week.)

Process: Annually, the committee requests a total budget and usage report. The committee recommends recurring funds and percentage of subsidy by reviewing budget reports. TAF funding for labs not meeting matching dollars on a quarterly basis may be terminated mid-year. This is to confirm that the TAF funds are indeed a subsidy and are not funding 100 percent of the lab's operations. The committee determines the duration of these recurring subsidies.

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3B. University Database Subscriptions.

This category includes costs for subscription databases that are accessible to the general student population.

Process: The library will submit a request annually that includes a portion of the recurring database costs.

Category 4. DISCIPLINE SPECIFIC EQUIPMENT.

Discipline specific items may include research/creative equipment and software that is unique to the discipline. Infrastructure needed to support items requested can be included. Installation of standard Smart classroom components may be included as a component in this category as long as it is clearly demonstrated as necessary for the effective use of the discipline specific equipment by students. There will be a limit of one proposal per academic unit - college, department or school. The maximum amount per proposal is limited to \$200,000. When Smart classroom components are approved, the room may remain restricted for scheduling by the academic unit.

Process: Proposals are solicited for this category and recommended by the ITC. The maximum amount per proposal per academic unit – college, department or school is limited to \$200,000. The committee does not fund proposals across two or more years. Pooling and collaboration of proposals among departments may not be funded except in unusual situations determined by the ITC. Maximum amounts of these combined proposals should not exceed \$200,000 per academic unit – college, department or school. These combined proposals must address a university-wide need from several departments and must be a clearly collaborative proposal and clear regarding the intent. Outlines of proposals exceeding \$200,000 must receive preapproval at the Fall ITC meeting.

Category 5. Smart Classrooms

Included in this category is the cost of the creation of new Smart classrooms or upgrades to existing Smart classrooms.

Process: Proposals are solicited for this category and recommended by the ITC. The maximum amount per proposal is limited to \$100,000. There will be a limit of one proposal per academic unit – college, department or school per year. The committee does not fund proposals across two or more years. Pooling and collaboration of proposals among academic units – college or departments/schools may not be funded except in unusual situations determined by the ITC. Maximum amounts of these combined proposals should not exceed \$100,000 per department or school. Combined proposals must address a university-wide need from several departments and must be a clearly collaborative proposal and clear regarding the intent. Outlines of proposals exceeding \$100,000 must receive preapproval at the Fall ITC meeting.

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Category 6. ITC Approved University Computer Labs.

This category will cover the ITC approved student computer laboratory's equipment and upgrade costs. This includes only labs as approved by the ITC. This category includes replacement, upgrading, or adding computer equipment. Recurring expenses and discipline specific costs are not included. Computer labs with restricted access and computer classrooms are not included in this category. There will be a limit of one proposal per ITC approved computer lab per year. The labs currently approved by the ITC are the following labs open to all students in BAS, KOM, STU, Library, and the Adaptive Technology Center in the Library.

Process: Proposals are solicited for this category and recommended by the ITC. The maximum amount per proposal per lab is limited to \$100,000. The committee does not fund proposals across two or more years.

Category 7. Enterprise Software

This category provides for the acquisition and maintenance for student accessible enterprise software. Enterprise software is available to all of the ITC approved computer labs.

Process: ITD will submit a budget of all requests for approval on an annual basis.