NDSU INFORMATION TECHNOLOGY

Delivering core solutions and propelling innovation

TECHNOLOGY FEE ADVISORY COMMITTEE (TFAC) MEETING

Tuesday, Oct. 24, 2017, 1 p.m.
Quentin Burdick Building 206E

MEETING NOTES
Approved at the March 12, 2018 meeting

Present: Marc Wallman, VPIT, Anne Denton, Chair; Mari Borr, Warren Christensen, Marisa Mathews, Jared Melville, Ben Mach (for Dominic Fettig), Ben Miller, Halima Shittu, Melissa Stotz, David Wittrock; CeCe Rohwedder (9 voting members plus chair)

Unable to attend: Jeff Dertinger, Dominic Fettig, Jerry Gao, Ken Mbuba, Adam Muske, Lauren Singelmann

1. Marc welcomed everyone, and introductions were conducted.

2. Overview, provided by Marc:
   A. Student technology fee: the President receives recommendations from the SFAB regarding increases to student fees. Any requests for increases to the student technology fee are first presented to the TFAC. Such an increase was implemented last year. In NDSU's best interest, its cumulative increase request limit of 1% should be met, and if needed, a request for an increase to the student tech. fee will be presented. It is unclear how distance students currently pay fees and how that may change; Marc will discuss this with Cindy Rott, NDSU Budget Director.
   B. Technology Fee Advisory Committee: this group recommends uses of the student technology fee fund and coordinates the action plan solicitation, award and management process.

3. Review of Student Technology Fee budget: Marc presented and reviewed a FY2018 budget overview and a proposed FY18 budget report of the student technology fee revenue (both attached). The projections are based on no increases or drops to expenditures, revenue and enrollment. Marc will welcome questions after today's meeting.

Marc left the meeting, at 1:34 p.m.

4. Approval of minutes of the 3/31/17 meeting (on Blackboard). **M to approve as presented without objection (Ben). MSC unanimously.**

5. Action Plan solicitation:
    A. Overview: in recent years we've had one solicitation per academic year.
    B. Anne reviewed the process currently followed. Submissions of proposals about innovative projects with a wide impact are encouraged. The Learning Spaces Executive Committee must approve changes to space in advance; if a proposal is impacted by this requirement, approval by this committee should be documented when the action plan is submitted, however, there have been several instances where a proposal was approved with conditions to first be met. There was discussion about whether TFAC want to fund projects supporting instrumenting spaces.
    C. $50,000 available to award
    D. This year's timeline will be developed based on last year's format and shared with the TFAC.

Mari Borr left the meeting, at 1:55 p.m.

   Conclusion re item 5B: there is no need for changes to the action plan submission forms at this time.

   Regarding the ability of the project director(s) to successfully conduct a project with only partial funding: this discussion will take place between the TFAC primary reviewer and the project director.

Halima Shittu left the meeting, at 1:56 p.m.

   Occasionally none of the action plans submitted are particularly innovative – it would be helpful to find ways to increase awareness of the availability of funds for truly innovative projects. Sometimes, innovative proposals have a very narrow scope of initial rollout and historically that narrow initial distribution caused TFAC not to fund them. A presentation at a Deans' Council meeting would be helpful, by the TFAC chair and some or all of the TFAC student membership (Warren volunteered to assist in preparing for the presentation). CeCe will contact the Provost's office and ask that this be an agenda item at an upcoming meeting; she will then set up a meeting for this group's participants to prepare for the presentation (and invite the entire TFAC, so that whoever is available and interested may participate).

6. Changes to Action Plans (on Blackboard):
    A. #1703, Animal Sciences Meat Lab, "Visual aid equipment for the focus of meat production and safety training for beef, pork, and lamb at the NDSU Meat Lab, Farm to Table Initiative." Request for extension (from September 2017 to March 2018) approved on 9/12/17. Request for change in scope, for additional equipment to enhance the project in place of approved items that were charged to another account in error in FY17, approved on 9/12/17.
    B. #1704, ND State Climatologist, AES, "Wonders of Weather Observation Form." Approved on 8/27/17: the funds awarded will be used for the hardware and software needs of the project instead of student salaries, as the project ended up being much more complicated than originally thought and required that the development be done by the instructor of the course.

7. Action Plan reports:
    A. Status reports received since the last TFAC meeting (on Bb):
       #1308, Architecture & Landscape Architecture, "Photorealistic Rendering Servers"

    B. Final reports received since the last TFAC meeting (on Bb):

a. #1120, ITS, "Lecture Capture Functionality in Additional Classrooms." $5,509.12 not utilized was transferred to #1218 with VPIT approval on 02/07/13
b. #1206, Aerospace Studies, "Classroom Technology Update." $1,016.54 not utilized was returned to the student tech. fee general account on 11/22/13
c. #1218, ITS, "Lecture Capture Functionality in Stevens Auditorium Remodeling." $417.00 from #1125 and $5,509.12 from #1120 were transferred into this project and utilized
d. #1304, Technical Support Services, IT Division, "Remote Classroom Monitoring with Fusion RV."
e. #1602, Memorial Union Gallery, "Visual Technology Tools for Interaction with the Gallery." $365.56 not utilized is being returned to the student tech. fee general account.

8. Next meeting: the committee will meet again in the spring to review the action plans submitted.

Meeting adjourned at 2:08 p.m.