**November 7, 2018**

**Technology Services Building, Room 036**

**1:00pm – 2:00pm**

**Attendees:** Jeff Delaney,Masood Abdul-Salam , Vanessa Benitez, Ginny Boss, Nicholas Clegorne, Cheryl Hassman, Matthew Hunnicutt, Carly Keller, Sherry Oligny, Tamara Powell, LaJuan Simpson-Wilkey, and Lesley Netter-Snowden (observer)

## Elected Chair: Nicholas Clegorne

**Absentees:** Tariq Bradford and Emily Gunby

## Recorder: Sherry Oligny

**Call to Order – Nick Clegorne, Chair of the Student Technology Fee Advisory Committee:**

* Opened the second Student Technology Fee Advisory Committee (STFAC) Meeting by introducing himself and welcoming everyone.
* The purpose of this committee is to serve as an overview group that reviews and approves or does not approve new STF expenditure requests.

**Approval of Agenda:**

* STFAC voting members approved.
  + Motioned to approve: Carly Keller (1st) and Ginny Boss (2nd)
  + Unanimous agreement

**Approval of Minutes:**

* STFAC voting members approved.
  + Motioned to approve: Ginny Boss (1st) and Carly Keller (2nd)
  + Unanimous agreement

**Reports:**

* UTIS
  + Provided an overview of the FY2019 Student Technology Fees (STF) budget and spend as of 11-6-2018.
* Others
  + Discussed the shift of student assistants to the STF budget.
    - All of the students listed have a direct service to students either 100% or partial.
    - Next meeting will be able to provide an estimate of the student assistant spend through the fiscal year.
    - Provided an overview of the Student Assistant Report 11-6-2018.
    - The paperwork has been submitted and pending posting to the STF budget.

**Old Business:**

* Budget Update
  + STF Expenditures
    - Provided the budget and expenditure items requested.
    - Posted in Teams.
* Rubric Examples
  + Structure
    - Determine assessment categories.
    - Ranking scale examples:
      * 1 to 10
      * Dislike to like
      * Poor to Excellent
  + Definition
    - A rubric is a scoring tool that explicitly represents the performance expectations for an assignment or piece of work.
    - <http://www.cmu.edu/teaching/designteach/teach/rubrics.html>
* Team Site – Structure and Function
  + Reviewed the Teams site
    - All documents are posted.
  + To be notified when new postings
    - Select the “Team – Student Technology Fee Advisory Committee (STFAC)
    - Select “General”
    - Click on the “…” next to “General”
    - Select “Follow this channel”

**New Business:**

* Rubric Development
  + Assess
    - Direct benefit to students
    - Student impact
      * How
      * Number of students
      * Interdisciplinary benefit
      * University benefit
    - Asset life
      * Immediate or delayed
      * Life span
    - Predicted outcome
      * Material collateral
      * Human capital
      * Support needed
  + Ranking scale to possibly use
    - 1 to 10 rating scale
* STF Funding Request (our first!)
  + Not approved.
  + Based on the Board of Regents (BOR) guidelines “STF Use Policy” 24.3.1 Mandatory Student Fees, Technology Fees. See below.
    - “The focus of student technology fees should be on technology related to either academic outcomes or instructional objectives. Distinctions should be drawn between expenditures for administrative applications or scientific and laboratory equipment, and instructional technology.”
  + Notify requester.
* Any other new business
  + Requests review and order of approval.
    - STFAC review and approve or does not approve.
    - UITS Approval review of request may be required.

**Informational Items:**

* Website:
* <http://stfac.kennesaw.edu/>
* Reviewed the website.
  + - Home
    - Membership List
    - Bylaws
    - STF Expenditures
    - Special Request Form
    - Contact Us
* Due diligence responsibilities
* STFAC review, approve or does not approves the request.
* CIO approves or not approves based on the STFAC recommendation.
* UITS has the responsibility to ensure implementation as requested.

**Action Items:**

* Cheryl Hassman, IT Operations
* Technology Outreach developing a sign designating the classroom/lab equipment in the lab was purchased by student technology fee.
* Post the STF budget and expenditures as of 11-6-2018 and 11-7-2018 Agenda to the website.
* STF Funding Request
* To follow up with Dr. Delaney regarding notification.
  + - Update STF Request Form
  + Work with Nicholas Clegorne to update the STF Request Form.
    - Add language and link regarding the BOR guidelines.
    - Insert the rubric.
* Create template email responses
* Approved
* Not approved
* Returned for more information
* Schedule the two Spring Semester meetings (late January and March).
* Committee Members
* Teams site
* Everyone follow the instructions above under “Team Site – Structure and Function” to be notified of new postings.
* Chair, Nicholas Clegorne:
* Define and create a rubric and post to Teams site for review by the STFAC.

**Adjournment:** Meeting adjourned at approximately 2:00pm.