California State University, San Bernardino

Vital and Expanded Technologies Initiative (VETI) Committee

Charter

Vital and Expanded Technologies Initiative Mission

The Vital and Expanded Technologies Initiative seeks to allocate designated funds from the Student Success Initiative fee in a manner beneficial to all students by providing them with technology experiences that

- Enhance the technological resources at California State University, San Bernardino to support student success.
- Broaden/enhance the quality of the academic experience through the use of technology in support of the curriculum;
- Provide additional student access to technological resources and equipment needed in support of instruction;
- Maintain and enhance the technological competency of students as it relates to their academic endeavors;

Charge

The charge of this committee is to oversee and review proposals requesting funding from the vital and expanded technologies initiative component of the Student Success Initiative fee. The committee will report the approved allocations to the university President. This committee is also charged with evaluating the proposal process, reviewing student input, and suggesting changes overall to the program.

The committee will review this charter on a periodic basis to ensure it continues to reflect the campus strategic plan and mission for this component of the Student Success Initiative.

Membership

Members of the VETI Committee will have broad representation from the campus community with the majority of seats held by students.   It reports to both the Associated Students Inc.

Board of Directors and the Vice President/Chief Information Officer for Information Technology Services.

The membership is comprised of the following eleven (11) campus representatives:

- 6 students at-large (appointed by Associated Students Inc., mindful of the need for representation for graduate students and the Palm Desert Campus), one of which will be selected as Committee co-Chair
- Vice President/CIO for Information Technology Services (co-Chair)
- Vice President/Provost for Academic Affairs or designee
- Director of Academic Technologies and Innovation
- 2 Faculty representatives (nominated by the Faculty Senate and appointed by VP/Provost for Academic Affairs)

Initial student and faculty appointments will be for staggered terms. Thus, in the first year, three students will have one year appointments and three students will have two year appointments. One faculty member will have a one year appointment and the other faculty member will have a two year appointment. All subsequent appointments will be for two years.

Proposals

There will be an annual call for proposals. Proposals will be submitted electronically early in the academic year.   Proposals will be accepted from student organizations, academic departments, and administrative departments. Proposals must be approved by the department chair, directors, or chief administrator of the unit and, if more than one proposal is submitted by a college or division it must be prioritized by the Dean or Vice President accordingly. Proposals may be submitted within one of two categories: General technology proposals and College specific proposals. Funds will be initially allotted as follows: 55% - General proposals, 45% - College Specific proposals.   The committee will ensure that each category receives some reasonable level of support each year and can, at its discretion, move funding between categories. Proposals spanning two years will also be considered.

Funds will be distributed no later than the beginning of the Spring Quarter.

Procedure

At the discretion of the VETI, proposals may be reviewed by additional campus technicians, faculty, or students to assist the committee in determining project feasibility. The VETI committee will review all proposals and select those approved for funding. After notification to the campus President, funds will be disbursed. Awardees will have up to 18 months to expend their annual allocations. It should be noted that every effort should be taken to expend the funds in the fiscal year they were allocated. However, any unspent funds, unless otherwise encumbered per the proposal budgetary request, will be returned to the allocation pool.

Recognition

In recognition of the Student Success Fee initiative, any equipment or services that are approved for funding through this program will be recognized as such through a sticker program. Thus, students will be able to see how funds are expended.

Annual Report

Departments and units being granted funds will provide a final summary report of how these funds were expended and how it benefited student's access to technology in support of the curriculum and/or student career building. Appropriate metrics and measurements will be employed in the final report.

The VETI committee will provide an annual report to Administrative Council, which includes a list of all proposals approved for funding and the total expenditures year-to-date.