

**Western Washington University**  
**Associated Students/Information Technology Services**  
**Student Technology Fee Committee Charge & Charter**  
~~June 2009~~September 2010

**I. MISSION**

The Student Technology Fee provides students with adequate technology experiences through the objectives of:

- 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 that are needed in support of instruction and to maintain and enhance the technological competency of students as it relates to their academic endeavors;
- Increase integration of technology into the curriculum.

**II. CHARGE**

To oversee the operations and finances of the Student Technology Fee. This committee is also charged to evaluate the Student Technology Fee program, review student input, identify issues, and recommend changes in the fee as well as the program as a whole. The committee will act in accordance with the Student Technology Fee Operational Guidelines.

**III. MEMBERSHIP**

ASVP for Academic Affairs-Chair  
ASVP for Student Life-Vice Chair  
2 Student at-Large, appointed by AS Board of Directors  
Vice Provost for Information Technology  
Faculty representative from the Academic Technology Committee  
Faculty representative at-large, appointed by the Faculty Senate

**IV. CHAIR**

The Chairperson shall be the AS Vice President for Academic Affairs. (S)he shall convene the meetings, approve agendas, and preside at all meetings. The Vice-Chairperson shall be the AS Vice President for Student Life and acts in the absence of the Chair.

**V. MEETINGS**

The committee shall meet at least once per quarter, when called upon by the Chair. Meetings shall be called by the Chair with a minimum of forty-eight (48) hours notice. Meetings may also be called by any member with support of at least twenty-five (25%) of the seated, voting membership. All programmatic and financial decisions shall be reflected in meeting minutes and distributed to all committee members at the next meeting.

**VI. VOTING**

Decisions within the committee shall be made by consensus. However, if consensus cannot be made, any member can make a motion and the committee will move into voting. In order for a motion to pass, it must obtain a majority of the legal votes cast. An abstention shall not count as a legal vote cast.

**VII. QUORUM**

A majority of the voting membership seated shall constitute a quorum. If a quorum is not present, the Chair will adjourn the meeting and reschedule to a new day and hour.

**VIII. AMENDMENTS**

This charter may be amended by a two-thirds (2/3) vote of the committee and/or a majority of the AS Board of Directors with ratification from the Vice Provost for Information Technology.

**IX. REPORTAGE**

This committee shall have dual reportage to both the AS Board of Directors and the Vice Provost for Information Technology.