



**Western Washington University**  
**Associated Students/Information Technology Services**  
Student Technology Fee Committee Charge & Charter  
~~August 2011~~October 2012

**I. CHARGE**

To oversee the operations and finances of the Student Technology Fee by:-  
~~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 the integration of technology into the curriculum.~~  

- Evaluating the Student Technology Fee program.
- Reviewing student input, identifying issues, and recommending changes in the fee as well as the program as a whole.
- Acting in accordance with the Student Technology Fee Operational Guidelines.
- Upholding the Mission Statement of the Student Technology Fee.

**I-II. MEMBERSHIP**

AS Vice President for Academic Affairs (Chair)  
3 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  
Secretary (non-voting)

**II-III. CHAIR**

The Chairperson shall be the AS Vice President for Academic Affairs. They shall convene the meetings, approve agendas, and preside at all meetings.

**III-IV. MEETINGS**

Meetings shall be called by the Chair. The committee shall meet at least once per quarter with a minimum of twenty four (24) hours notice. Meetings may also be called by any member with support of at least twenty-five (25%) of the seated, voting membership.

**IV-V. VOTING**

In order for a motion to pass, it must obtain a majority of the legal votes cast, but no less than four (4) affirmative votes. An abstention shall not count as a legal vote cast.

**V-VI. QUORUM**

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

**VI-VII. SUBCOMMITTEES**

In order to provide for coordination and direction, the committee may establish subcommittees as necessary. Unless otherwise noted, these groups shall follow the provisions of the committee with respect to procedure.

**VII-VIII. RULES OF OPERATION**

The committee may adopt and amend Rules of Operation governing its operation by a majority vote of the committee, subject to review or approval by the AS Board of Directors.

**VIII-IX. AMENDMENTS**

This Charter may be amended by a majority vote of the AS Board of Directors with ratification by the Vice Provost for Information Technology.

**IX-X. REPORTAGE**

This committee shall report to the AS Board of Directors and the Vice Provost for Information Technology.