

Guidelines for Appropriate Expenditure of Income from the Student Technology Fee

Approved by Computation Advisory Committee, CAC, on May 9, 1991

Amended on November 19, 1993, March 7, 1996, December 1, 2005, November 20, 2009, April 22, 2010, January 25, 2011 (effective July 1, 2011), updated October 26, 2011, updated April 17, 2014

Changed committee name to Committee on the Advancement of Student Technology for Learning Enhancement, CASTLE, and amended on May 1, 2019

These guidelines apply to the use of all student technology fee funds (Central Pool, College Pool, or any other funds supported by student technology fees). The expectation is that committees with half of their members consisting of Iowa State students establish priorities and make decisions about the expenditure of student technology fees. The Committee on the Advancement of Student Technology for Learning Enhancement, CASTLE, should be consulted for interpretation of these guidelines or the perceived need for revisions of these guidelines.

I. USE CATEGORIES

A. The types of uses deemed to be **supportable** are:

1. Information technology resources for all Iowa State University students.
2. Information technology resources by faculty and staff (provided that such use is directly related to instruction).
3. Renovations and updates to facilities required for educational technology use. Examples include wiring required for computer operation and furniture needed for educational technology delivery.
4. Recurring costs instrumental to the delivery of educational technology and content.
5. Staff (not including faculty) time and associated benefits directly involved in preparation, delivery, and support of educational technology and content.

In general, many costs can be supported by CASTLE funds provided they are used to support educational technology setup, delivery, and support. Supportable information technology includes devices and software used for the acquisition, processing, and testing of data as long as the use is directly related to student education.

B. The types of uses deemed **inappropriate for support** are:

1. Sponsored research and consulting by students, faculty or staff.
2. Un-sponsored research or consulting by faculty or staff.
3. Staff work not directly related to student education.
4. Construction and renovation of physical facilities that are not instrumental to the delivery of educational technology.
5. Purchase of major educational technology equipment (greater than \$25K per system) without consultation with CASTLE.

II. **EXPENDITURE CATEGORIES** (intended principally for the supportable uses listed in section IA) (All expenditures are subject to Reporting and Account Oversight in Section III below.)

- A. **HARDWARE** – Purchase, maintenance, replacements or upgrades of university-owned equipment
- B. **SOFTWARE** – Purchase, maintenance, replacements or upgrades for university owned machines and/or site licenses
- C. **EXPENDABLE SUPPLIES** (e.g., paper, toner, media, etc.)
- D. **STUDENT ACCESS TO NETWORKS**
- E. **SECURITY AND PROTECTION** against loss through theft of computers and computer peripherals (e.g. tie downs, special door locks, video surveillance systems, and payment of insurance premiums)
- F. **SUPPORT PERSONNEL** directly involved with hardware/software assistance and maintenance (e.g. lab monitors), up to 50%. No exceptions.
- G. **PERSONNEL INVOLVED IN COURSE DEVELOPMENT** as deemed appropriate by the colleges and departments for courses that make use of information technology resources. These expenditures may be for all Iowa State University student support, Information Technology Services personnel support, and general support costs (which may include expenditures to foster and promote course development).
- H. **GRADUATE STUDENT TUITION** for students working on CASTLE projects and initiatives when state or external funds are not available to support this cost.
- I. **OTHER SERVICES or FEES** related to the use of information technology for class development or delivery.

III. REPORTING AND ACCOUNTING OVERSIGHT

All cost commitments must be valid university expenses. Individuals at the department and college levels are responsible to ensure that these guidelines are followed. The policy for expenditures can be found at: <http://policy.iastate.edu/policy/business/expenditures/>.

In addition, the CASTLE Administrative Liaison will conduct an annual review and identify expenditures under the expanded categories against student technology fee income for further review by CASTLE. This annual review will include expenses on CASTLE funds in the following categories: Budgeted employees and staff supported greater than 50% of base salary, individual laptops and tablets*, furniture, renovation, travel, contracted services, vacation/sick leave payout, hourly overtime, employee reimbursement or expenditures where the business purpose is not apparent.

Units are *strongly encouraged* to obtain committee approval in advance of commitments in these categories. Submit requests to the Administrative Liaison, admin-castle@iastate.edu, based on the format in the appendix to this document.

In addition, units will report yearly on expenditures using CASTLE monies. These reporting guidelines are in the document titled “Annual Reporting Guidelines and Sample Unit Annual Report” located on the CASTLE website (<https://www.it.iastate.edu/about/committees/CASTLE>).

* If laptop or tablet is not available for instructor checkout nor available in a computer lab/laptop cart for educational purposes. This includes laptops or tablets not primarily used by students for educational purposes.

APPENDIX A

Request for advance approval of unusual* expenses

[*Categories of unusual expenses are listed in paragraph 2, Section III of the “Guidelines for Appropriate Expenditure of Income from the Student Technology Fee.”]

Department:

Building/room location:

Description:

Total Project Cost:

Category of unusual expense(s) within the project:

Costs associated with these unusual expenses:

Date(s) of proposed expense:

Justification*:

Requested by: _____

College approval: _____