



MAKE WAVES.

**Western Washington University
Information Technology Services
Student Technology Fee Tech Initiatives Committee
Charge & Charter**

October 2022

I. Charge

To oversee the Tech Initiatives proposals allocation of the Student Technology Fee by:

- Reviewing abstracts and proposals, and recommending funding of projects.
- Acting in accordance with the Student Technology Fee Operational Guidelines.
- Upholding the Mission of the Student Technology Fee.

II. Membership

- Associated Students (AS) Senate President (Co-Chair)
- 3 Student at-Large, appointed by AS Executive Board
- Vice Provost for Information Technology/CIO (Co-Chair)
- Faculty representative from the Academic Technology Committee
- Faculty representative at-large, appointed by the Faculty Senate
- Secretary (non-voting) (Administrative Assistant to the VPIT/CIO)

If the Committee does not have full membership in any given year, it will operate as it can, with the affirmative vote requirement adjusted accordingly. However, in no case shall the committee operate without a minimum of student representation by the Co-Chair.

III. Co-Chairs

The Co-Chairs shall be the AS Senate President and the Vice Provost for Information Technology/CIO. They shall convene the meetings, approve agendas, and preside at all meetings.

The VPIT office drives coordination and communication to ensure the committee process flows as smoothly as possible and in the best interest of the students.

IV. Meetings

The Co-Chairs shall call meetings. The committee shall meet at least twice in both winter and spring quarters with a minimum of twenty-four (24)-hours' notice. Meetings may also be called by any member with support of at least twenty-five percent (25%) of the seated voting membership.

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 due to conflict of interest shall not count as a legal vote cast and shall reduce the number of affirmative votes needed accordingly.

A. Conflict of Interest

To avoid possible conflict of interest, or its appearance, a faculty member shall not vote when the item is an abstract or proposal from the faculty member's academic department.

Students on the committee shall vote on all abstracts and proposals, regardless of their focus of study. The exception occurs when a student on the committee is also the applicant of a Tech Initiatives abstract or proposal.

VI. Quorum

A majority of the voting membership shall constitute a quorum. If a quorum is not present, absent member(s) shall review meeting materials later and take follow-up action accordingly, including voting as needed.

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.

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 approval by the AS Senate.

In the event that the Committee's recommendation is not consistent with the AS Senate's desired outcome, the Senate will provide a timely written response to the Committee that outlines any concerns or differences. Representatives of both parties will meet in a good faith effort to resolve any disputes and reach an agreement.

In the event that the AS Senate's recommendation is not consistent with that of the University administration, the University will provide a timely written response to both the AS Senate and the Committee that outlines any concerns or differences. Representatives of the three parties will meet in a good faith effort to resolve any disputes and reach an agreement.

Further disputes for either scenario above will follow the resolution process outlined in RCW 28B.15.045 (for Services and Activities Fees); RCW 28B.15.051 (for Technology Fees) has no such provision.

IX. Amendments

This Charter may be amended by a majority vote of the AS Senate with agreement of the Vice Provost for Information Technology.

X. Reportage

This Committee shall report to the AS Senate and the University President for approval of funding recommendations.