

Student Technology Council Charter

I. Mission

The purpose of the Student Technology Council (STC) is to provide student input on Information Technology projects and discussions. Members bring their unique perspectives to help improve the quality of Information Technology (IT) products, services, and tools. The STC helps IT support the academic and research mission of the University.

STC Goals

- Provide feedback on development and implementation of IT products, services, and tools
- Offer a student perspective on the future of technology at UNC-Chapel Hill. The Council can make suggestions and influence IT initiatives but does not have decision-making power.
- Charge: Communicate/engage with students at large about IT discussions, decisions, and updates. The form of this outreach will be determined by the student members of the STC.

IT Values

- Accelerate the University's academic and research pursuits by providing accessible, reliable, efficient, scalable, and innovative technologies.
- Deliver reliable, efficient, and creative institutional technology strategy and solutions in partnership with the Carolina community.

II. Membership

Up to 20 council members will be chosen for their knowledge and enthusiasm for participating in decision-making and strategic planning related to emerging campus technologies.

- 2 student co-leaders – Chair/Co-Chair
 - Work with advisors to determine each meeting topic and organize speakers to present
 - Chair responsibilities:
 - Coordinate and plan meetings
 - Facilitate meetings discussions and idea sharing
 - Outreach to schools and departments to coordinate meeting topics/presentations
 - Co-lead recruitment and application reviews
 - Co-Chair responsibilities:
 - Take attendance and meeting minutes
 - Assist Chair with scheduling, planning, and facilitating meetings
 - Co-lead recruitment and application reviews
- 4 professional staff advisors
 - 4 advisors should be from:
 - 2 from ITS, CE&E
 - 1 from ITS, Ed Tech
 - 1 from ITEC (may be ITEC member, or designee)
 - Suggested that STC advisory role be written into annual performance goals by supervisors.
 - Advisors don't count as part of 20 members

- Other leaders are welcome based on project discussions
- Advisor responsibilities:
 - Act as advisors to students by supporting the co-leaders as needed
 - Work with co-leaders to determine meeting topics and speakers including prioritization of project discussions
 - Listen to student feedback at meetings
 - Communicate updates and future projects to council members and to IT leaders
 - Assist with member and co-leader selection each year including recruiting members and reviewing applications
- Membership makeup:
 - Based on % of undergraduate/graduate students
 - Chair/Co-Chair *do* count as part of 20 members
 - Graduate Student appointments: 7
 - 1 [Graduate and Professional Student Government](#) representative
 - 6 graduate student at-large members (based on interest and/or application process)
 - Undergraduate student appointments: 13
 - 1 on-campus housing representative either from ResNET or the [Residence Hall Association](#)
 - 1 [Student Government](#) representative
 - 11 student at-large members (based on interest and/or application process)
 - Preference will be given to include representatives across fields of study. If more than 20 students apply for membership, the following will be used to determine preference:
 - 6 Members from the College of Arts and Sciences, including:
 - 2 Members from Fine Arts & Humanities
 - 2 Members from Natural Sciences & Mathematics
 - 2 Members from Social Studies & Global Programs
 - 5 Members from non-Health Affairs professional schools
 - *This includes Hussman School of Journalism & Media, Kenan-Flagler Business School, School of Education, School of Government, School of Information & Library Science, School of Law, School of Social Work*
 - 4 Members from Health Affairs professional schools
 - *This includes Adams School of Dentistry, Eshelman School of Pharmacy, Gillings School of Global Public Health, School of Medicine, School of Nursing*
 - The breakdown of undergraduate/graduate students, and the number of preference memberships should be reviewed annually in the fall semester, post-census.

Member Expectations

- Members serve a term from September to April
- Able to meet once per month in the Fall and Spring semester on days and times advertised in recruitment.
 - Up to two absences from meetings are permitted. Planned absences should be communicated to the chair and co-chair at least 24 hours in advance of the meeting, unless in case of emergencies.
 - Absences can be made up by participating in an IT event approved by the chair and co-chair during the service term.

- Willing to listen to or engage in conversation with peers about technology and digital products on campus
- Enthusiastic about making students' lives easier by improving technology on campus
- No tech experience is required, all viewpoints/experiences are welcome and valued so long as members are able to understand and communicate to others about the topics covered.
- Members can request to renew their membership for the next service term while enrolled as a full-time student.
 - Up to five memberships (in addition to the chair & co-chair) can be filled by current members prior to opening recruitment to new members.
 - If more than five members wish to remain on the council, an internal application process will be used to evaluate which five are accepted. Current members who do not have their request to renew membership approved are welcome to re-apply via the general recruitment.

Membership Incentive

- A stipend will be paid at the completion of a successful service term. Stipend amounts:
 - Chair stipend: \$500
 - Co-Chair stipend: \$250
 - Other members: \$150

Membership Recruitment

- Recruitment takes place in March/April before the end of the spring semester for the next service term
- Chair/Co-Chair elections:
 - Initial Chair/Co-Chair selected by Staff Advisors
 - Co-Chair automatically becomes Chair for the following service term
 - New Co-Chair is elected in the penultimate meeting of each service term by council members. New Co-Chair must *intend* on being a UNC student for at least 2 more years.
 - If previous Co-Chair is leaving UNC and unable to fulfill the role of Chair, a new Chair will be elected as well
 - If the Chair or Co-Chair leave UNC mid-service term:
 - If the Chair leaves, the current Co-Chair assumes the responsibilities of Chair and an emergency election is held for a new Co-Chair
 - If the Co-Chair leaves, an emergency election is held for a new Co-Chair
- Create an informational web page on ITS website that explains the council to students
 - Examples:
 - [Virginia Commonwealth University](#)
 - [University of Michigan](#)
- Announcement to ITEC for recruitment and awareness purposes
- Recruit via STC channels, ITS communications, and direct contacts through schools and centers:
 - All schools are:
 - College of Arts & Sciences
 - School of Government

- Hussman School of Journalism and Media
- Adams School of Dentistry
- The Graduate School
- School of Medicine
- School of Education
- School of Information and Library Sciences
- School of Nursing
- Eshelman School of Pharmacy
- Kenan-Flagler Business School
- School of Social Work
- Gillings School of Global Public Health
- School of Law
- Student Centers
 - American Indian Center
 - LGBTQ Center
 - Black Student Movement
 - UNC Asian American Center
 - First Generation Student Association
 - Women's Center

Application Process

Create an application form for students to fill out with a brief paragraph explaining their interest in the council. Applications would be open following spring break through early April.

III. Meetings

Interactive group discussions to gather feedback from students on IT projects, ongoing conversations, and related topics.

Frequency of Meetings

- Service term from September to April
- Meet once a month during service term, with meetings in September, October, November, February, March, and April, for a total of 6 meetings per service term.
- Friday afternoons for one hour (fewer classes)

Agenda Items

- Each agenda item should be labeled clearly with the following item types to set clear expectations around the discussion:
 - **Internal Business:** Internal committee business.
 - **Informational:** Presentation from campus partners.
 - **Feedback Requested:** Discussion to engage STC for student perspective and guidance.
 - **Discussion Only:** Discussion to potentially escalate to appropriate campus partner.
- Example Discussion Topics
 - Open-ended discussions about what technology should look like on campus
 - IT projects that will impact campus technology or processes
 - Ongoing conversations that need student input

- Presentations from or discussions with key IT departments on updates and ongoing work for students. These can be ITS or non-ITS groups, as determined by the demand and scheduled by the student co-leaders.
- Student-led presentations or topics
- Campus-wide survey to gather feedback from other students on IT services and needs

Decision Making

Decision making will be decided via a 3/5 majority *of the full student membership* (not simply who is present at a meeting). This translates to 12 votes necessary for decision making purposes.