

## **ELPS Computer Fee Committee**

### **Purpose**

The purpose of the Computer Fee Committee is to allocate funds received under the Iowa State University registration fee for computer services paid by students within the department. Fees collected from students for computer services are provided to the Department of Educational Leadership and Policy Studies for use by the department to meet exclusively the computing needs of students. Computer fees must be allocated in accordance with the rules and regulations of Iowa State University.

### **Membership**

The Computer Fee Allocation Committee shall be comprised of five members, three students selected from within the department, and two faculty members. One faculty member shall be appointed as Chairperson of the committee by the Executive Officer of the Department of Educational Leadership and Policy Studies. Terms of the members of the committee are for one year only, except that students and/or faculty terms may run consecutively for up to three years.

### **Functions and Operations**

It shall be the responsibility of the committee to obtain information from the College of Education as to the Department of Educational Leadership and Policy Studies pro-rata portion of student computer fees received. The fees collected will be deposited in a fund designated by the Department Executive Officer. The Chair of the Computer Fee Committee shall be responsible for submitting the required correspondence and/or information to obtain the funds provided by the College for the Department.

The Committee Chair shall convene the committee as needed in order to transact the business of the committee, including planning, organizing, implementing, and evaluating the use of the funds for procurement and maintenance of equipment, supplies, facilities, or other items of materiel nature for use by students.

The Committee Chair shall be responsible for reporting the actions of the committee to the Department Executive Officer and/or other officers of the University as required.

### **Meetings of the Committee**

Meetings of the committee shall be on University premises, and shall be open to the public, students, and members of faculty and staff of Iowa State University.

An evaluation of the committee's work shall be committed to writing in a report submitted to the Department Executive Officer as required.