

Southeastern Louisiana University Annual Report on the Expenditure of Student Technology Fees

2004-2005



August, 2005

Prepared for: *Southeastern President Randy Moffett, SGA President Paul Donaldson
and the University of Louisiana System Board of Supervisors*

By: Dr. Mike Asoodeh, Assistant Vice President for Technology
Southeastern Louisiana University

Table of Contents

Student Technology Fee Committee.....	1
Progress made during 2004-2005.....	2
Planned Projects for 2005-2006.....	9
Internal Auditor Reports.....	10
Conclusion.....	11

Southeastern's Student Technology Fee Committee

Southeastern's Student Technology Fee Committee was established in early 1999. The committee is currently comprised of the Student Government Association President and four members of SGA appointed by the SGA President and the following University administration representative: Assistant Vice President for Technology, Vice President for Student Affairs, Assistant Vice President for Academic Affairs, and the Director for Basic Computing Services. Meetings are held three times during the Fall and Spring Semesters and one time during the summer. The mission statement of the Student Technology Fee Committee is as follows:

The mission of the Student Technology Fee Committee is to facilitate communication and provide for periodic input and analysis of utilization of technology fee proceeds detailed in the Technology Fee Use Agreement. The committee provides a mechanism for consistent dialogue between members of the university administration and the Student Government Association regarding the effectiveness of the fee, feedback from users, and discussions about possible revisions in the use of technology fee proceeds.

The web site for the Student Technology Fee Committee continues to provide information about the fee to Southeastern students and other interested individuals. The address is: <http://www.selu.edu/stf>.

Dr. Randy Moffett, Southeastern President, and Ms. Ashley McKee, Southeastern SGA President signed the 2003-2005 Student Technology Fee Usage Agreement in September 2003. The new agreement for 2005-2007 to take effect September 2005 will be signed by Dr. Randy Moffett and Paul Donaldson pending approval by the SGA Senate.

Progress made during 2004-2005

A total of \$1,259,154 was carried over from the previous fiscal year. \$2,053,834 was collected during 2004-2005 making a total available for the fiscal year of \$3,312,988. \$2,524,010 was spent or allocated, carrying over \$768,978 to the 2005-2006 fiscal year.

The following is a summary of major projects and expenditures:

Student Technology Assistants (STA)/Graduate Technology Assistants (GTA), Student Technology Liaisons and Interns, Student Productivity Services Coordinator and Student Technology Services Coordinator - \$439,680

Computer Labs and Equipment (software and supplies included) - \$728,616

Other Diversified Technology Projects - \$683,568 for Large and Small Project Proposals and other approved projects

The Student Productivity Services Coordinator, Ms. Clarissa Schiro, continued in the position. Her staff of Student Technology Assistants and Graduate Technology Assistants were utilized in a multitude of capacities through this past year some of which include:

Staffing and keeping supplies on hand for all open and restricted computer labs.

The Student Productivity Services brochure was updated and distributed to reflect all the computer lab moves to various new locations on campus.

The Student Productivity Services Web Page was maintained.

The Student Help Desk was very busy in providing phone support to students on various aspects of technology including Blackboard.

Training courses are offered each semester and are required for Student Technology Fee student employees. Training courses in the areas of Customer Service, Communication Skills, Ethics, SPS Orientation, Lab Basics, Time Management, and Blackboard are offered in addition to training of the software application package provided and supported by the student technology fee.

The checkout equipment service increased the amount of equipment over the previous year.

Signs were posted in all buildings on campus giving directions to the nearest tech fee computer labs.

Property control inventory was conducted each semester to track the technology fee equipment purchases.

The Student Technology Services Coordinator, Mr. Erik Johansen, resigned from the position in Spring 2005. Mr. Marcus McMillian is serving as Interim Coordinator until the position is filled permanently. The Coordinator and the Student Technology Assistants:

Installed new equipment and software in Student Technology Fee computer labs which had reached their three-year equipment cycle.

Monitored the status of equipment and software in Student Technology Fee computer labs to ensure maximum availability to students.

Handled the technical aspects of maintaining Student Technology Fee computer labs and check-out equipment.

Performed installation and removal of software for short-term special sessions held in Student Technology Fee computer labs.

Implemented the new print management system in all Student Technology Fee labs.

Began upgrad of all Student Technology Fee computers in labs to MS Office 2003.

COMPUTER LABS AND EQUIPMENT:

The following are a list of computer labs upgraded during 2004-2005:

SGA in Sims Library - 25 computers and monitors
Periodic Teaching Lab - 44 computers and monitors
Baton Rouge School of Nursing - 26 computers and monitors
Garrett 99 - 45 computers and monitors
24 Hour Fayard 129 - 44 computers and monitors
Music - 17 computers and monitors
Computer Science Networking - 20 computers and monitors
Computer Science Literacy - 40 computers and monitors

The following computer labs were added to the 2004-2005 schedule to take advantage of the mass quantity pricing.

Student Organizations – 11 computers and monitors
St. Tammany Center – 31 computers and monitors
IT CAD Lab – 20 computers and monitors
Denham Springs High – 30 computers and monitors

DIVERSIFIED TECHNOLOGY PROJECTS

The Committee approved funding for diversified technology projects including:

LARGE PROJECT PROPOSALS:

Project 1	Department: Library Project: Upgrading Technology in an Introductory Research Skills Course Amount: \$8,946
Project 2	Department: Institutional Research Project: Student Opinion of Teaching Scanning Amount: \$8,858
Project 3	Department: Columbia Theatre/Fanfare Project: Remote Controlled Camera System Amount: \$70,125
Project 5	Department: Industrial Technology Project: Computer Integrated Manufacturing Amount: \$38,985
Project 6	Department: Chemistry and Physics Project: Computerized Data Collection for CLAB 123 and CLAB 124 Amount: \$25,446
Project 7	Department: Chemistry and Physics Project: Computer Assisted and Multi Media Teaching Technology in Chemistry and Physics Amount: \$33,914
Project 8	Department: Accounting Project: PC/Projection Units Amount: \$31,099

TOTAL: \$217,373

SMALL PROJECT PROPOSALS

Department	Title	Funded
Accounting	Presentation Equipment for Classroom	\$4,930
Biological Sciences	Microscopes for biology laboratories	\$4,291
Biological Sciences	Safety Table Top Fume Hooding in the Comparative Anatomy Lab	\$3,500

Biological Sciences	Request to purchase four components necessary for establishing a digital imaging system for microscopy	\$2,051
Biological Sciences	Oscilloscope Technology for Biology Laboratories	\$3,474
Biological Sciences	A white light conversion screen for visualization and documentation of proteins on polyacrylamide gels using the BioRad ChemiDoc system	\$408
Biological Sciences	Biology in the 21st century: acquisition of Technological equipment for the new biology building	\$4,133
Biological Sciences	Computer Projector Technology for Anatomy & Physiology Lectures	\$5,000
Biological Sciences	Stimulators for Physiology Laboratories	\$4,707
Biological Sciences	Request to purchase a Leitz/Leica DIALUX22, research grade, fluorescence, phase and bright field microscope	\$4,780
Biological Sciences	Micromanipulators for Physiology Laboratories	\$4,621
College of Business and Technology	Wireless equipment for student and faculty use	\$4,930
College of Education and Human Development	Sound System Upgrade for Kiva	\$1,900
College of Education and Human Development	Classroom Upgrade for TEC 1001, TEC 1009, TEC 1011	\$5,000
Computer Science	New Server to be used by ACM	\$4,410
General Business/Latin American Business Development Initiative	Latin American Business Education Through Information Technology-Based Learning	\$1,918
Graduate Business Programs	Presentation equipment for Graduate Business Programs	\$2,505
Industrial Technology	Industrial Graphics and Design Project	\$366
Industrial Technology	Plastics Technology	\$5,000
Industrial Technology	Material Testing and Quality Assurance	\$5,000
Industrial Technology	Elmo Document Camera & Writing Tablet for Multi-Use Lecture Room in Industrial Technology	\$5,000
Industrial Technology	Elmo Document Camera & Writing Tablet for Industrial Technology Design Drafting Laboratory	\$5,000
Integrated Science and Technology	Using a mobile station for engineering design and presentation	\$2,500
Kinesiology and Health Studies	Technological impact on CPR/AED training	\$4,081
Kinesiology and Health Studies	Video Recording Grant Proposal, Physical Education Teacher Education	\$1,698

Kinesiology and Health Studies	Computer Equipment to Facilitate Field-Based Teacher Education and Research	\$1,529
Library	Sims SMS	\$1,300
Marketing and Finance	Wireless Projection Unit	4930
Mathematics	Handheld graphing technology in the Mathematics classroom	\$2,889
Music and Dramatic Arts	Department of Music and Dramatic Arts Portable Projection	\$3,278
Music and Dramatic Arts	Acquisition of Wireless Microphone Systems for use by Opera/Music Theatre Workshop	\$5,000
Office of Student Success, Dept. of General Studies	Cyber Mentoring: A Freshman Learning Community	\$4,291
Office of Technology	Paper Shredders for every Academic Department	\$5,000
Office of Technology	Remotely Operated Vehicle; Using Robotics in underwater explorations	\$5,000
St. Tammany Center	St. Tammany Center - Room 327 Upgrades	\$5,000
Student Publications	G5 Computer Proposal	4800
Student Publications	Digital photo archive system for student publications	\$4,970
Student Publications	Digital Camera Lenses and Wet Gear Equipment	\$4,744
Teaching and Learning	Using Document Cameras and LCD Projectors in the Classroom	\$3,838
	TOTAL	\$148,411

SURPLUS COMPUTERS, PRINTERS AND EQUIPMENT:

The following computers printers and tables were distributed to those departments on campus submitting a proposal for student related needs. The departments include:

Department	Number of	Number of	Tables
	PCs	Printers	
Psychology	14	1	
Biological Sciences	31	8	
Foreign Languages and Literatures	1		
Student Publications	1		
Judicial Affairs	2		
Industrial Technology	55		
Student Publications	4	2	
Office of Career Services	3		
Teaching and Learning	42		6
Graduate Business Programs	3	2	
Sociology & Criminal Justice	6		

Graduate School	1		
Educational Leadership and Tech	2	1	
Graduate Nursing	1		
Communication Sciences	12		2
Office of Technology	1		
Asst. VP for Academic Affairs	1		
Internet Resource Center	43		
Administrative Computing Services	1		
Kinesiology & Health Sciences	5		
Institutional Research & Assessment	1		
Chemistry & Physics	2	1	
Education/Human Development	6		
College of Business & Technology		1	
Departments of General Studies and English	30		
Computer Science	54		
Athletic Department		2	
Basic Computing Services		2	
TOTAL	322	20	8

Other Projects:

Provided financial support to the campus network wiring and wireless projects.

Provided financial support for the new Website Content Management System.

Small Project Proposals have proven to be extremely popular and additional funding for these was provided.

30 wireless laptops were purchased for the Library to check out to students in the Library.

Student staffing in the Periodic Teaching Lab located near to the 24 Hour Lab in Fayard Hall was expanded to better handle the overflow from the 24 Hour Lab when the Periodic Teaching lab is not being used as a classroom.

Student Printing Initiative – Since the implementation of our print counting system in the computer labs, we have seen a significant decrease in the amount of wasted printing thus reducing the cost to Student Technology Fee for printing. Restrictions were put in place allowing only registered students to print in the STF labs.

All computer lab locations are receiving new door signs. Wall signs were posted in all buildings on campus giving directions to the nearest Student Technology Fee computer labs.

Checkout equipment usage was studied to provide the committee with better data on what needs to be expanded and what should be reduced. As a result, the number of projectors was increased.

Continued to provide financial support for the upgraded Blackboard system.

The super computer pilot was not utilized as anticipated and was discontinued.

This was the first year of the redesigned Large Project Proposal procedure. This new procedure has greatly improved the process.

The Garrett Hall 99 Lab was added as a Student Technology Fee restricted lab and funding was provided for new computers.

The Student Enhancement Services Lab is no longer a Student Technology Fee restricted lab.

The computer labs in all the residence halls were closed due to demolition of the buildings. Computer labs in the new halls were not needed because all the rooms are internet ready.

Began upgrade of Microsoft Office to 2003 in all STF computer labs.

Planned Projects for 2005-2006:

Projects planned for the 2005-2006 fiscal year include:

Upgrading 162 computers and monitors in the following labs:

North Campus Main Building – 160 – 25 computers and monitors

North Campus Main Building – 154 – 25 computers and monitors

Math Tutoring Lab – 10 computers and monitors

Florida Parishes Social Science Research Center – 30 computers and monitors

Computer Classroom – 30 computers and monitors

Computer Classroom – 42 computers and monitors

Continue to assess and increase or decrease the computer equipment check out service.

Expand the wireless project to provide hot spots in additional buildings and outside areas.

Continue to provide funding towards wiring of buildings to support the wireless project.

Continue to request and review large and small proposals for possible funding to further diversify the use of technology on our campus.

Continue to redistribute surplus computers for use in other areas of the campus that would benefit students.

Increase Southeastern's bandwidth

Internal Auditor Report 2004-2005

Southeastern's Student Technology Fee is audited by the University Internal Auditor to ensure that the collection and expenditure of the fees is consistent with the policies set forth by the legislature and University governing board. The 2004-2005 audit has not been conducted at this time. When it is complete, we will submit a copy of the report.

Conclusion

Southeastern's Student Technology Fee continues to be the leader in efforts to improve the technology available to students. We are proud to submit this annual report which reflects a continuation of the progressive spirit and cooperative nature with which all aspects of the committee's charges have been handled.