

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

1998-1999



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Prepared for *Southeastern President Sally Clausen, SGA President TiJean Rodriguez, and the University of Louisiana System Board of Supervisors*

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Southeastern's Student Technology Fee Committee

Southeastern's Student Technology Fee Committee was established in early 1999. The committee is comprised of the Student Government Association President and four members of SGA appointed by the SGA President. University administration representatives are: Assistant Vice President for Technology, Dean of Students, Director for Academic Services, Director for Academic Computing Services and the Student Productivity Services Coordinator. The make up of this committee makes for equal representation between University administration and students. Monthly meetings are held during the Fall and Spring Semester and the committee meets at least once 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 was established to provide information about the fee to a wider range of interested individuals. It's address is: <http://www.selu.edu/stf>

Tremendous strides were taken in improving student technology on the campus during the 1998-1999 fiscal year. The three areas of focus have been in: student technology assistants/graduate assistants, computer labs and other technology improvements.

In the area of Student Technology Assistants/Graduate Technology Assistants we employed an average of 140 students during each of the Fall 1998 and Spring 1999 semesters and 65 students during the Summer 1999 semester.

A group of Student Technology Assistants were identified possessing advanced technology knowledge and/or skills. This group of approximately 15 students became our M.A.T.R.I.C.S. team which stands for Masters At Technology & Reghosting Interdepartmental Computing Services. These capable young people have played an instrumental part in the establishment of our computer labs, maintaining these labs and assisting in other special technology projects where needed. Not only have these young people provided much assistance in the development of technology at Southeastern but it has also served one of the main purposes of the Student Technology Fee which is to provide an avenue for our students to gain hands-on experience that will make them more employable upon graduation.

Progress made during 1998-1999

A total of \$290,875 was carried over from the previous fiscal year. A total of \$1,525,411 was collected during 1998/1999 making a total available in the Fall of 1998 of \$1,816,286. A total of \$1,000,147 was spent, carrying over \$816,139 to the current fiscal year. The following is a summary of projects and expenditures:

- ◆ Student Technology Assistants (STA)/Graduate Technology Assistants (GTA) - \$397,185
- ◆ Computer Labs and Equipment (software and supplies included) - \$433,269
- ◆ Other Technology Projects - \$138,462

STUDENT TECHNOLOGY ASSISTANTS/GRADUATE TECHNOLOGY ASSISTANTS:

- ◆ A Student Productivity Services Coordinator position was approved by the committee and Ms. Clarissa Schiro (A Southeastern graduate) was hired to fill that position. Her responsibilities include:
 - Serving as a liaison between faculty, staff and students for providing academic computing services and student productivity resources.
 - Establishing relationships with on-campus, community agencies, business, and industry to provide Southeastern students, student workers and graduate assistants with workforce preparation, skill development and career opportunities.
 - Planning and conducting classes and short courses to prepare students to use technology (hardware, software, operating systems) for academic activities including distance learning
 - Creating student reference guides, handbooks, policy and procedures manuals, documentation, brochures and newsletters.
 - Establishing and managing a departmental presence on the World Wide Web.
- ◆ The Student Productivity Services Coordinator has a staff of Student Technology Assistants and Graduate Technology Assistants who were utilized in a multitude of capacities through this past year. The majority of the labor to set up all of the new or renovated/upgraded computer labs was provided by STAs and GTAs
- ◆ The first Student Productivity Services brochure was designed and printed. The brochure contains a campus map with information about the location of all computer labs on campus identifying those funded by the Student Technology Fee.

- ◆ The Student Productivity Services web site was designed and published on the Internet providing extensive information about location of all Student Technology Fee computer labs and the equipment available at each location. The Student Productivity Services web page address is: <http://www.selu.edu/sps>
- ◆ The SGA representatives on the Student Technology Fee committee sponsored two “Technology-in-your-face” days to inform students about the technology that is available for their use in the computer labs on campus. An informational video was prepared and shown and prizes were given away to all who visited specific computer labs.
- ◆ The possibility was investigated of expending considerable funds from the Student Technology Fee to partner with Microsoft in offering discounted Microsoft products to our students. To determine if this expense was something that would be considered a valuable service to our student body a telephone survey was done and the results of that study are being evaluated at this time.

COMPUTER LABS AND EQUIPMENT:

Twelve new, renovation or upgrade projects include:

- ◆ ADA Workstations were ordered for each of the computer labs where space permitted..
- ◆ Athletics Computer Lab - Expanded from 10 to 20 computers
- ◆ Denham Springs Computer Lab - 30 new computers were purchased and installed
- ◆ Covington Center Computer Lab - 20 new computers were purchased and installed
- ◆ Student Organizations Computer Lab - new modular furniture including chairs were installed. 12 new computers with 17" and 21" monitors, scanners, color and black/white laser printers were installed.
- ◆ McClimans 24 Hour Computer Lab - new modular furniture including chairs and were installed.
- ◆ Student Productivity Lab - new modular furniture including chairs, networked scanner, printer, copiers were installed
- ◆ A Computer Lab Sign -In software was written in-house by one of Southeastern’s students to track computer usage in the various computer labs covered by the Student Technology Fee Agreement. The Sign-In program authenticates User names and Passwords. When a user logs out, Sign-In gathers information from Historian software and sends that data, as well as time, date, and place information, to a database.
- ◆ IT-CAD Lab was upgraded with 15 new computers and CAD software. 5 additional CAD licenses were purchased to be installed in other labs on campus to provide better access by students to this software.
- ◆ The Committee approved funding a portion of Southeastern’s PeopleSoft conversion project which will have a significant impact on the technology used on campus by our students. This commitment was for one year and will be considered for extension each subsequent year for a three year period.
- ◆ Web Mail software and a server were purchased and installed to enable students to access their Southeastern e-mail accounts in an easier fashion than previously used.
- ◆ Extensive renovation and expansion work on all eight dormitory computer labs undertaken and completed begun during the Summer 1999 semester. This project which was a joint effort between the Student Technology Fee and Southeastern’s Housing department was initiated to provide state-of-the-art technology facilities to all Southeastern dormitory residents.

OTHER TECHNOLOGY PROJECTS:

- ◆ Distance Education funds were provided to match the state wide audio/visual initiative. These funds provided furniture and equipment for Southeastern's Distance Education efforts.
- ◆ Signed contract with I-55 a local Internet Service Provider to provide discounted internet services to students, faculty and staff. Approximately 3000 students have taken advantage of this discounted service to date.

Planned Projects for 1999-2000

Among the projects already approved and being implemented for 1999-2000 are the following:

- ◆ Technology Rich Classroom with 40 computers and teacher workstation in Teacher Education Center - Estimated completion date: December 1999
- ◆ Technology Rich Classroom with 30 computers and teacher work station in D.Vickers Hall - Estimated completion date: December 1999
- ◆ Expansion of Student Productivity Lab in McClimans Hall to include equipment check out to students of Digital Cameras, Laptops and Projection Equipment. Upgrade of Student Productivity Lab to include Video Editing Equipment , CD Burners and Zip Drives.
- ◆ Including the Florida Parishes Social Science Research Center in DVickers Hall to include new computers, printers and monitors. Lab furniture will be purchased after the lab relocates in the near future.
- ◆ Increase the number of computers in the dormitory labs based on usage data collected from the Sign - In program during the Fall 1999 semester.
- ◆ \$250,000 support for Project LEO (Linking Efficiently Online). This project will upgrade all the university administrative and Academic computer systems. It will also upgrade the network infrastructure of the campus.
- ◆ Software agreement with Microsoft for a campus licence for students has been budgeted for and is currently being studied.
- ◆ Upgrade of labs that have already been in use for three or more years.
- ◆ ADA related furniture and equipment for labs.
- ◆ Other contingencies as they present themselves.

Internal Auditor Report 1998-1999

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 audit for the period of Spring and Summer, 1998 and supporting documentation is attached as Appendix 1. The audit for the period of Fall, 1998 and Spring, 1999 is currently being finalized by our Internal Auditor and will be forwarded as Appendix 2 upon its completion.

Conclusion

Southeastern's Student Technology Fee Committee is extremely proud of the progress we have made in initiating and improving the technology that is available to our students. Those who serve on the committee have been commended both internally and from outside of the University for the cooperative spirit with which the students and administrators consistently work together. We anticipate submitting annual reports in the future reflecting a continuation of this cooperative spirit and a broadening of technology integration that our Southeastern students have come to expect during their educational experience.