

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

*1999-2000*

September, 2000

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

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

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# 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. University administration representatives are: Assistant Vice President for Technology, Dean of Students, Assistant Vice President for Academic Affairs, and the Director for Basic Computing Services. Monthly meetings are held during the Fall and Spring Semesters and the committee meets at least once during the summer. The mission statement of the Student Technology Fee Committee is as follows:

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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.

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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.scl.edu/stf>.

The Technology Fee usage Agreement was revised in August of 1999 and signed by Dr. Sally Clausen, Southeastern President and Mr. Tijeann Rodriguez, Southeastern SGA President. Important changes to the agreement include:

The committee's voting membership was changed to provide for a student majority

- The responsibilities of the committee were documented
- Definitions were provided for the various types of labs/classrooms covered by the Student Technology Fee
- A statement was included concerning bonding of the Student Technology Fee
- A statement was included concerning revising the agreement at least every two years

Diversification of the types of technology funded by the Student Technology Fee received a significant emphasis during the 1999-2000 fiscal year.

In the area of Student Technology Assistants/Graduate Technology Assistants we employed an average of 110 students during each of the Fall 1999 and Spring 2000 semesters and 75 students during the Summer 2000 semester.

The M.A.T.R.I.C.S team which stands for Masters At Technology and Reghosting Interdepartmental Computing Services became the responsibility of the Student Technology Services Coordinator.

## Progress made during 1999-2000

A total of \$816,139 was carried over from the previous fiscal year. A total of \$1,538,305 was collected during 1999/2000 making a total available in the Fall of 1999 of \$2,354,444. A total of \$1,490,088 was spent, carrying over \$864,356 to the current fiscal year. Of the carried over amount, \$460,000 was dedicated to the funding of large proposals described below for the upcoming year.

The following is a summary of projects and expenditures:

Student Technology Assistants (STA)/Graduate Technology Assistants (GTA), Student Productivity Services Coordinator and Student Technology Services Coordinator - \$481,000  
Computer Labs and Equipment (software and supplies included) - \$992,000  
Other Technology Projects - \$480,000 funded near end of fiscal year of which \$20,000 was actually processed. The remainder will be processed in early 2000-2001.

### STUDENT TECHNOLOGY ASSISTANTS (STA)/ GRADUATE TECHNOLOGY ASSISTANTS (GTA), STUDENT PRODUCTIVITY SERVICES COORDINATOR AND STUDENT TECHNOLOGY SERVICES COORDINATOR

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 throughout this past year including:

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

The Student Productivity Services brochure was updated and distributed. 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.

A Student Help Desk was established to provide phone support for Southeastern students in various aspects of technology.

Student Technology Assistants were trained in the use of Blackboard to assist other students who call in for help in accessing and using this software in their course work.

Training classes were conducted for all Student Technology Fee student workers in applications used in all Tech Fee Labs as well as other skills these student workers need to possess.

Student Technology Liaisons were initiated to coordinate instructional technology needs that relates to students in the academic/administrative departments. Specific job descriptions were created and approved and a higher pay scale for students with these skills was established.

Students are currently being sought to fill these positions.

Check out by students of laptops, projectors and digital cameras was initiated and has been met with great enthusiasm by the student body.

A Student Technology Services Coordinator was approved by the committee and Mr. Archie Carrier was hired to fill that position. His responsibilities include:

Participating in the planning and installation of local area networks in campus computer labs including network software applications and providing other networking support as required.

Handling the technical aspects of maintaining the computer labs covered by the Student Technology Fee

Installation, maintenance and troubleshooting of vendor-supplied and in-house developed software on microcomputers, and local area networks for all Student Technology Fee Labs.

Advising and supervising M.A.T.R.I.C.S. team members in the efficient use of lab software and hardware including training, education, problem analysis and documentation.

#### COMPUTER LABS AND EQUIPMENT:

Conversion of a large auditorium in McClimans to a Technology Fee Classroom was begun. A Technology Rich Classroom was designated in which 40 computers and teacher workstations in the Teacher Education Center were purchased and installed. A Technology Rich Classroom was designated in which 30 computers and teacher work station in D.Vickers Hall were purchased and installed.

The Student Productivity Lab in McClimans Hall was expanded to include equipment check out to students of Digital Cameras, Laptops and Projection Equipment. This project was very successful and well received by the students. The Student Productivity Lab was also upgraded to include Video Editing Equipment , CD Burners and Zip Drives.

The Florida Parishes Social Science Research Center in DVickers Hall was taken under the Student Technology Fee umbrella to include new computers, printers and monitors.

The committee approved continued funding for Project LEO (Linking Efficiently Online). These funds were used towards the purchase of new networking equipment, a new IBM server and student labor salaries for students with high level technology skills to assist with the project.

Southeastern Career Center - 30 new computers and monitors were purchased to replace existing computers and monitors.

Music and Biology Computer Labs were taken under the Student Technology Fee.

Tinsley Classroom - 25 new computers and monitors were purchased to replace existing computers and monitors.

Students residing in eight Southeastern dormitories returned to begin the Fall semester with new computer labs in each dormitory. A total of 60 computers and monitors were purchased.

How to best use the computers that have begun to be replaced was discussed on many occasions throughout the 1999-2000 year. A process is now being developed to accomplish this initiative.

#### DIVERSIFIED TECHNOLOGY PROJECTS

The Committee, with the approval and support of Southeastern's Administration, branched out from funding projects that purchased only computers for labs and classrooms to better integrate technology in the student's campus lives, both instructional and social.

Two initiatives were introduced this year to accomplish this:

Small projects, not to exceed Student Technology Fee involvement of \$2,000, were solicited from campus departments both academic and administrative. \$20,000 in proposals were approved and funded through this initiative.

Large proposals were also solicited from campus departments both academic and administrative. An overwhelming response was received totaling \$2,300,000 in requests from 47 proposals. \$460,000 of Student Tech Fee funds were matched by \$51,000 from the departments to fund projects including the following:

Computers, Software and Equipment for the new Recreational Sports and Wellness Center  
Disability equipment and software for the Library  
Hummingbird Host Explorer, computers and monitors for Library  
Compound microscopes for Freshman Biology  
Technology Rich Classroom Environments for Junior Division on North Campus  
DocuShare enhancements for students campus wide  
Cybex Isokinetic equipment with software and a Metabolic System with software for Kinesiology  
VMS disk space enhancements for student e-mail  
Computers and Software for the Testing Services; CLEP Software  
Smart Board systems for the College of Business  
Computer equipment for Library at Baton Rouge Nursing Center  
Overhead Projectors for Mathematics Department  
Foreign language computer lab upgrades including audio/visual equipment  
Equipment and Software for Students with Disabilities through the Office of Student Life

## **Planned Projects for 2000-2001**

The projects planned for the 2000-2001 fiscal year include:

Upgrading computers and monitors in the following labs:

North Campus B - 158 - 30 computers

Education - 25 computers

McClimans 105 (Open Lab) - 28 computers

North Campus B - 156 - 30 computers

North Campus B - 160 (Open Lab) - 20 computers

CBUS 80 - 37 computers

Biology - 21 computers

Music - 17 computers

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

## **Internal Auditor Report 1999-2000**

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 Fall, 1998, Spring and Summer, 1999 and supporting documentation is attached as Appendix 1.

## **Conclusion**

Southeastern's Student Technology Fee continues to be the leader in efforts to improve the technology that is 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.