Annual Report on the Expenditure of Student Technology Fees

2000 – 2001

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August 2001

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Preface

Act No. 1450 of the 1997 Regular Session established a student technology fee under the supervision and management of the governing board of each institution of higher education. The law requires that the fee be used for the purposes of implementing, replacing, improving and expanding technologies to benefit student life and learning. Actual implementation of the fee at a University requires approval by the University's chartered Student Government Association(s).

In August of 1997 the Northwestern State University chartered Student Government Associations at the Natchitoches and Shreveport Campuses voted unanimous approval for the assessment of a technology fee of $5.00 per credit hour, up to a maximum of $100.00 per semester, effective in the 1997 fall semester. Expenditure of the student technology fees during the 1999-00 fiscal year have in accordance with the Northwestern State Technology Enrichment Plan (NSTEP) and the parameters set forth in Act No. 1450.

Commensurate with the implementation of the student technology fee was the establishment of the Information Technology Advisory Counsel (ITAC) in part as a mechanism for input on fee expenditures by the university community. Representation on the Counsel includes students from each campus and chartered SGAs (see attachments 1 and 2). Minutes of all ITAC meetings are posted on the University web page and an e-mail address inviting feedback is available at the ITAC website. As of the2000-2001 fiscal year the student technology fees budget is approved by Student Technology Advising Team, S.T.A.T.
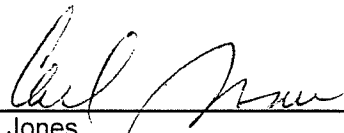
The University's Internal Auditor periodically conducts an audit of the tech fees account and expenditures. In addition, an annual report of the student tech fee expenditures is provided to the University and SGA president(s) and to the University's governing board within 60 days of the close of the fiscal year. Feedback on the report will be provided to the Information Technology Advisory Counsel and to the Student Technology Advisory Team.

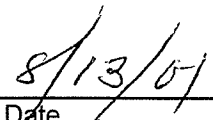| UNIVERSITY OF LOUISIANA SYSTEM REPORT ON STUDENT TECHNOLOGY FEES	
Institution: Northwestern State University of Louisiana	
STUDENT TECHNOLOGY FEES ACT 1450 OF 1997	REVENUES EXPENDITURES PROJECTS
Fiscal Year 1999-2000	
Fund Balance as of 07/01/00	791,248
Revenues Collected	1,314,119
Total Funds Available	2,105,367
Less Funds Expended	862,945
Funds Balance as of 06/30/01	1,242,422
Summary of Expenditures by Project	
Name/Brief Description of Project	Expenditure
To be completed by Student Technology Fee Coordinator	
Special Initiatives	211,326
Lab Development	44,412
Operating Cost	70,763
Maintenance	3,266
Infrastructure	235,922
Salaries	254,616
Other: checks written off (per Business Affairs)	42,640
Total Expenditure	862,945
Summary of Expenditures by Object 07/01/00 - 06/30/01	
Salaries	254,616
Travel	894
Operating Services	69,487
Supplies	88,225
Software	23,155
Professional Services	
Equipment	383,928
Major Repairs/Renovations/Remolding	
Other: Checks Written Off	42,640
Total Expenditures by Object	862,945

NORTHWESTERN STATE UNIVERSITY
Technology Fee Account
Changes in Fund Balance
As of June 30, 2001

	Technology Fee 5-27475
Fund Balance at July 1, 2000	$ 791,248
Revenues and Other Additions	
Tuition & Fees	$ 1,314,119
Total Revenue and Other Additions	$ 1,314,119
Expenditures and Other Deductions	
Educational and General	$ 862,945
Total Expenditures and Other Deductions	$ 862,945
Net Increase (Decrease)	$ 451,174
Fund Balance as of June 30, 2001	$ 1,242,422

I certify that these amounts represent the accounting records as of June 30, 2001.

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Carl Jones
Vice President for Business Affairs & Controller

8/13/01
Date

Internal Audit Process and Function

Periodically the University Internal Auditor audits student technology fees to see if the collection, and expenditure of the fees is consistent with the policies set forth by the Legislature and the University governing board. Typically the auditor will review the accounting procedures for the collection and allocation of the fees, the property procurement procedures, the accuracy of the property inventory, and the appropriateness of expenditures. The Internal Auditor has full access to all accounting and inventory records and can expect full cooperation from all involved university personnel. The results of an audit are reported to the University President and to the Legislative Auditor.

Technology Grants Funded by 2000 – 2001 Student Technology Fees
Funded

Description	Authors	Amount
CathSim Intravenous Training System (Grant 00.001)	S. Cashio, L.Carvile	$ 16,684.00
Classroom presentation equipment (Grant 00.004)	L. Sticker, J. Byrd, J. Darby, C. Burns	$ 5,700.00
Printers (Grant 00.005)	J. Darby	$ 6,211.90
Multimedia projection/presentation station (Grant 00.010)	K. McFerrin	$ 9,970.70
Automatic External Defibrillators (Grant 00.012)	B. Bitowski, D. Shelton, D. Webb	$ 15,981.70
Memory Upgrade (Grant 00.013)	R. Boone	$ 780.00
CIS Lab (Grant 00.014)	L. Pollacia	$ 40,000.00
Anthropology equipment (Grant 00.015)	D. Morgan	$ 13,800.00
Lab Replacement of College of Education (Grant 00.016)	K. McFerrin	$ 19,583.00
Assessment Wizard software (Grant 00.018)	R. Curtis	$ 2,729.00
Biology CD's, chairs for Biology lab (Grant 00.021)	M. Land, J. Akin	$ 7,224.00
Galaxy V-Tel teleconferencing system (Grant 00.024)	D. Williams	$ 17,532.7
Computers to support training system (Grant 00.025)	T. Hall	$ 3,274.0
Upgrade, software and equipment for computer lab (Grant 00.026)	J. Picht	$ 13,228.0
Software to enhance tutoring (Grant 00.027)	J. Martin, S. Woods	$ 1,342.7
Presentation Station (Grant 00.030)	D. Gunn	$ 5,368.0
Computers and equipment for biology/chemistry students (Grant 00.031)	P. Phelps	$ 21,716.0
	Funded Total	**$201,125.9**

Annual Progress Review
Northwestern State Technology Enhancement Plan (NSTEP)
FY 2000-2001

A review of the progress toward the accomplishment of Northwestern State University's technology plan (NSTEP) is conducted at the end of each fiscal year. Progress toward the realization of the NSTEP objectives is indicated through the implementation of prescribed action plans associated with each objective. Contained within the table below in bold italics are those activities/initiatives implemented during the 2000-2001 fiscal year in response to the associated objectives and action plans.

The funding source/responsible area(s) for each activity is indicated as follows:

(o) university funds, >) externally funded grants, and (√) Student Technology Fees.

NSTEP OBJECTIVE	*ACTION PLANS (•)*
1. To improve access to technology by students, faculty, and staff at Northwestern State University	• Provide computer laboratories-common access labs, residence hall labs 　✓ *Student labs were installed in the following areas: College of Education and College of Business* • Increase hours and locations of availability *(this is an oncoming process, as enrollment increases lab hours and availability increase to meet the needs of students)* • Provide access to administrative systems, grades, registration, housing and student account holds. 　✓ *Interactive Information Kiosks have been installed in Watson Library to provide students' with personal information that can be accessed through a web-based student service* • Add data ports in dormitory rooms *(funding requested from state legislature)* • Improve access to campus resources, especially on-line courses and distance education, from off-campus locations. 　o *A Desktop Video Conferencing system has been installed in 8 receives sites located in and around Central Louisiana* 　o *eNSU was established in the Spring 2001 and offers 6 online degree programs as well as a host of support services for both faculty and students* • Develop Job Location and Development Office 　o *Access database tracks students, wages earned and employer needs*
2. To provide classrooms with updated technology and multimedia	• Construct multimedia classrooms 　✓ *College of Education, College of Business, Louisiana Scholars' College and Ft. Polk have added presentation/multimedia stations* 　✓ *All departments and SGA have been equipped with a presentation station for student use. Each*

	station includes: computer, vcr, document camera, and projector
	✓ *College of Nursing have been equipped with CathSim Intravenous Training System for classroom training*
	✓ *College of Education added workstations for method students utilization*
	➢ *College of Education added demonstration stations for usage by the methods students*
	✓ *College of Nursing have been equipped with external defibrillators and infant resuscitators*
	✓ *Industrial & Engineering Technology installed two workstations which work with "flexible manufacturing training systems"*
	• Organize and staff an Instructional Technology Support and Training Center
	    o *A training facility has been installed in Russell Hall to provide technology training to faculty and staff*
	• Provide Desktop Video Communications
	    o *A Desktop Video Conferencing system has been installed in 8 receives sites located in and around Central Louisiana*

3. To upgrade laboratories with modern technology	• Upgrade laboratory classrooms (hardware, software)
	    o *College of Education installed new internet connections to all multimedia classrooms*
	✓ *Upgraded software for Biology Laboratory and Louisiana Scholars' College*
	    o *Watson Library has implemented the Interlibrary Loan project LALINC (the Louisiana Academic Libraries Information Network Consortium)*
	✓ *Purchased anthropology equipment for hands-on applications*
	➢ *College of Business is in the process of installing network connectivity in all classrooms*
	✓ *Ft. Polk computer lab installed two new printers to provide better printin*
	✓ *Louisiana Scholars' College installed new hardware and software to better serve students with web design and graphics layout*
	• Provide faculty laboratories
	➢ *Training facility installed in Russell Hall provides ongoing training for faculty in the development of different aspects of technology*
	• Provide laboratory technicians
	✓ *For FY '00-01 Contracted 1 Support Specialist, 1 Network Administrator, 6 student lab coordinators, 2 Help Desk Technicians, and 34 student lab assistants*

4. To improve and proliferate distance education in all colleges at NSU	• Enhance the Compressed Video Network ✓ *Cenla Campus installed new video conferencing system* o *Desktop Video Conferencing has been installed*

	which delivers courses to 8 receives sites located in and around Central Louisiana
	• Develop partnerships with business/industry for delivery of electronic instruction to the workplace
	   o *Selected K-12 teachers and higher education faculty are completing a series of training modules that will assist them in the delivery of electronic courses*
	• Provide Web servers for department-level Web-based courses
	   ➢ *Recently upgraded to new server*
	• Acquire electronic reserves for libraries
	   o *Watson Library has implemented the Interlibrary Loan project LALINC (the Louisiana Academic Libraries Information Network Consortium)*

5. To upgrade and maintain the campus communication network and infrastructure	• Develop a University intranet
	   o *The adopted Pipeline access which is the first phase to a intranet university*
	• Provide web-based student services
	   o *Developed student friendly university homepage, created web-based Student Information Center including accessibility to on-line registration, grade information, financial aid, student holds, unofficial transcripts, and ability to change personal address, and Up to the Minute News*
	   o *Established eNSU which offers 6 online degree programs and host of support services for faculty and students*
	   o *Installed a student intranet portal, Pipeline*
	• Provide training on the use of user-friendly web-based mail systems
	   ➢ *Training facility in Russell Hall provides ongoing training*
	• Install a campus-wide fiber optic network
	   ✓ *In the fall of 2000 fiber links were installed to link TEC, Health & Human Performance, Rapides and Sabine Dorm*
	   ✓ *In the spring of 2001 Kyser Hall was rewired for faster connectivity*
	   ➢ *Exterior Fiber links were installed to the following areas: Varnado, Health Services, Boozman, New& Old Fine Arts, Williamson, Bienvenu, Morrison, Athletic Fieldhouse, Physical Plant, Prather Coliseum and the statum*
	   ➢ *Internal wiring was installed in the new and old Fine Arts*
	   o *Internal wiring was installed on the Ft. Polk campus*
	   ➢ *College of Nursing started rewire for of building for faster connectivity (this will be a phase project)*
	   o *Fiber link connecting Warrington to Line Ave. including the 2nd floor*
	   o *External Fiber link including Kyser Hall and the*

	Preservation Center ➤ *External Fiber link from Kyser Hall to Watson Library* • Provide wireless access at the building level • Provide Voice-response communications o *Fall of 2001 a new phone switch was installed*

6. To provide a system for maintenance, upgrade, training and support of technology that will extend into the future	• Provide for network administration with flexibility to change consistently with University technology infrastructure expansion
	   o *Increased number of fiber links to campus buildings*
	   o *Expanded network switching capability*
	• Develop a support and maintenance program
	• Provide training on use of technology for students, faculty and staff
	   o *A training facility has been positioned in Russell Hall to provide technology training to faculty and staff*
	• Provide for continuing education for network administrators and technicians
	   ➤ *A training facility in Russell Hall has been installed to provide technology ongoing training to administrators, faculty and staff*

7. To establish processes which encourage technology initiatives by faculty, staff and students	• Establish community partnerships, internships, focus groups between and within disciplines o *Through funding from the Louisiana Natural Resources Department, a group of K-12 teachers and higher education faculty are completing a series of training modules that will assist them in the delivery of electronic courses*

8. To encourage innovation and research	• Establish Innovation Grant process
	• Establish seed grants
	   o *There were a total of 13 CURIA for a total of $22,219 awarded to faculty and students*
	• Encourage grantsmanship among all faculty
	   ✓ *Student Technology Fees provides approximately $200,000 in grant money available annually for technology enhancements*
	• Promote cross-discipline research and grants writing among faculty
	• Establish working groups among faculty in various disciplines
	• Encourage grant writing among all faculty for external funding sources
	   ➤ *In 2000-2010, 50 individual faculty members (with additional collaborating faculty members) submitted 81 proposals, with a success rate of 68%, securing $5.8 million in new grants*
	   o *Currently the university has approximately $13 million in active grants*

9. To provide a system for	• Establish mechanism for annual review of needs

maintenance, upgrade, training and support of administrative systems for administrators and physical plant	○ *Information Technology Advisory Council (ITAC) meets periodically to discuss the needs of the university* ✓ *Student Technology Advisory Team (STAT) meets periodically to discuss the technology needs for the student body of the university including off-campus sites* - Purchase specialized software for local applications ✓ *Purchased software for Student Support Services, Biology and Education* - Provide training for users and support personnel in specialized applications ○ *A training facility has been installed in Russell Hall to provide technology training to faculty and staff*
10. To provide a technology budget for the university, its colleges, and its directorates	- Develop a process by which colleges and directorates can request that Student Technology Fees fund student technology enhancement projects ✓ *Grant proposals are available the fall semester of each year for departments, individuals and staff members to submit for monies available through Student Technology* - Establish a process that will ensure that all NSU campuses have equivalent technology resources including access, hardware, software, training, personnel, and facilities ○ *Student representation is present on both ITAC and STAT committees*

- ○ University Funds
- ➢ Externally funded grants
- ✓ Grant Proposal through Student Technology