

Office of Student Technology
Quarterly Report for the period April through June, 2007

Mission

The Office of Student Technology shall be dedicated solely for the purpose of supporting and improving student life and learning at Northwestern State University of Louisiana. The office was formed in 1997, when the Louisiana State Legislature in Baton Rouge, Louisiana knew students needed to be better prepared for the workforce and professional growth in aspects to technology. They realized that technology is an ever-changing industry and a plan of action needed to be in place to maintain these technologies. A plan was adopted by universities within the Louisiana system that is currently known as Student Technology Fees. The purpose of these fees “shall be dedicated to the acquisition, installation, maintenance, and efficient use of state-of-the-art technology solely for the purpose of support and improving student life and learning, and to better prepare its students for the workplaces of the twenty-first century” (Jindal, 1999).

Departmental Description

The Office of Student Technology provides the student environment with technology for the Natchitoches main campus and three distance campuses: Shreveport, Leesville and Jonesville.

The Office of Student Technology provides students with the following services:

- 36 student computer labs
- Student checkout (laptops, digital cameras, palm camcorders, projectors, zip drives)
- Resource Center (copying, binding, laminating, FAXing)
- Assistance students with web design
- Assistance students with software in lab environment for related coursework
- Assist departments with related technology purchasing
- Provide technology training to students

Student Technology Advisory Team

The Student Technology Advisory Team (STAT) is a representative body of students which: 1) Appoints student members to ITAC; 2) Helps ensure that NSTEP promotes the technology needs of students; 3) Approves the annual Student Technology Fee budget; 4) Adheres to the membership, charge and role defined for STAT. STAT membership is composed of seven members, which include the following:

Voting:

SGA President - *Natchitoches campus (Chairman)*

SGA Treasure – *Natchitoches campus (Vice-Chairman)*

SGA President - *Shreveport Campus*

SGA Treasurer - *Shreveport Campus*

Two students nominated by the Natchitoches Campus SGA President, and approved by the associated SGA senate

One student nominated and approved by the Director of the Leesville Campus

Ex-officio members (non-voting)

Dean of Information systems (The Dean of Information Systems may act as a non-voting chair to call STAT meetings in the event that the regular STAT Chair and Vice-Chair become inactive)

Faculty/Staff Representative from ITAC

Charge to STAT

Within 60 days of the end of the fiscal year the annual Student Technology Fee budget will be approved by STAT and submitted to the Dean of Information Systems for approval by the University President, who will in turn submit the document for approval to the University of Louisiana System Board of Supervisors. A simple majority vote of all voting STAT members will constitute an approved expenditure of the fee. No fewer than five voting members including the chair of STAT will constitute a quorum of STAT members. No student technology fee funds may be appropriated or reallocated with out the approval of STAT as documented in the organization's minutes.

Division of Expenditures

The following budget system will remain in place until the committee of students realizes a need to alter or adjust it. All moneys collected from July 1 to June 30 will be dispersed in the following manner:

- 20% of the annual Student Technology Fees collected, not to exceed, \$200,000 will be used to fund university technology grants as defined in a Request for funding Proposals (RFP), with the parameters for the request mutually agreed upon by the student representatives and university administration. This RFP will be issued annually. All interested parties including students, faculty, and staff may compete for funding. Funding of these grants does not assume any recurring costs.
- 80% of the annual Student Technology Fees collected, or the remainder of the annual student technology fee budget will be dedicated to the following:
 - a. Funding of Student Lab Assistant and Coordinator positions, not to exceed the allocation of positions approved by Louisiana State Civil Service
 - b. Funding of approved University staff positions, including the Student Technology Support Specialist and Student Technology Technical Support Specialist
 - c. Lab Development, Special Initiatives, Operating and Maintenance cost pertaining to student technology labs.
 - d. All NSTEP items approved for funding by STAT
 - e. An RFP established for funding major technology initiatives consistent with the NSTEP document. Proposals may be submitted from any member of the University community including students, student organizations, faculty, or staff personnel. All expenditures from this section of the budget must benefit all students attending Northwestern State University. Funded Initiatives in this area shall include but not be limited to: Development and maintenance of student computer labs on Northwestern State University campuses; Software for student use; Infrastructure for the set-up of student labs and student residence halls; Technology based equipment that is directly used by students. The student representatives and university administration prior to the execution of the RFP must mutually agree upon its parameters.
 - f. Any maintenance or renewal contracts in regards to equipment used by the student body in a student lab environment.
 - g. Replacement of equipment and software for student technology labs.
 - h. Assure there is a minimum \$50,000 reserve maintained each year once prior year reserves are exhausted.
- Prior year reserves will be used for replacement of equipment and software for student technology labs.

The parties to this document recognize that the nature, use, and cost of technology are dynamic, as are the state and University policies that govern its use. It is agreed, therefore, that the student representatives and the University will reassess the Northwestern State University Student Technology Fee User Agreement annually. Any additions/modifications to this document must be mutually agreed upon.

Role of STAT (Student Technology Advisory Team)

The Student Technology Advisory Team serves as a mechanism to allow proper student involvement in the expenditure of technology fees. In all other cases where the expenditure of Student Self-Assessed Fees are in question, the governing student organization votes on the expenditure. The designated budget unit head then administers the expenditure.

STAT will have sole authority over expenditures of the Student Technology Fee. The decisions of STAT cannot be overridden by the budget unit head and/or the approving agent unless the decision of STAT conflicts with the original legislation governing the use of the Student Technology fee.

To ensure that STAT maintains a cooperative relationship with ITAC, two members from STAT (including STAT chair or designee) will serve as voting members on ITAC. One other student will serve as a non-voting member.

STAT Meetings

The Student Technology Advisory Team will meet monthly or at the Chair's request, with at least one of the two ex-officio members in attendance. The meetings will be scheduled and called for by the STAT chair having given at least seven working days notice to the

membership prior to the meeting. The chair or vice-chair of the Student Technology Advisory Team will give a monthly report or as requested by ITAC on all business of STAT.

STAT Meeting Minutes

Meetings are held by STAT when requested by the Chair, minutes of all STAT meetings are posted for viewing on the STAT webpage, <http://www.nsula.edu/stat>

Open Computer Lab Hours of Operation

Health & Human Performance, Room 129A

Sunday / 2:00 p.m. – 11:59 p.m.

Monday – Thursday / 6:00 a.m. – 11:59 p.m.

Friday / 6:00 a.m. – 5:00 p.m.

Closed during Summer

Kyser Hall, Room 243A

Monday – Thursday / 8:00 a.m. – 7:00 p.m.

Friday / 8:00 a.m. – 5:00 p.m.

Closed during Summer

Student Union, Room 235

Monday – Friday / 8:00 a.m. – 5:00 p.m.

Closed during Summer

Watson Library Student Lab, Room 113

Sunday / 2:00 p.m. – 9:30 p.m.

Monday – Thursday / 8:00 a.m. – 10:30 p.m.

Friday / 8:00 a.m. – 4:30 p.m.

Saturday / 10:00 a.m. – 4:30 p.m.

Summer: Monday – Thursday / 8:00 a.m. – 8:30 p.m.

Summer: Friday / 8:00 a.m. – 4:30 p.m.

Summer: Sunday / 5:00 p.m. – 8:30 p.m.

Dorm Computer Lab Hours of Operation

Boozman Dorm Lab

Sunday – Thursday / 4:00 p.m. – 11:59 p.m.

Closed during Summer

Bossier Dorm Lab

Sunday – Thursday / 4:00 p.m. – 11:59 p.m.

Closed during Summer

Sabine Dorm Lab

Sunday – Thursday / 4:00 p.m. – 11:59 p.m.

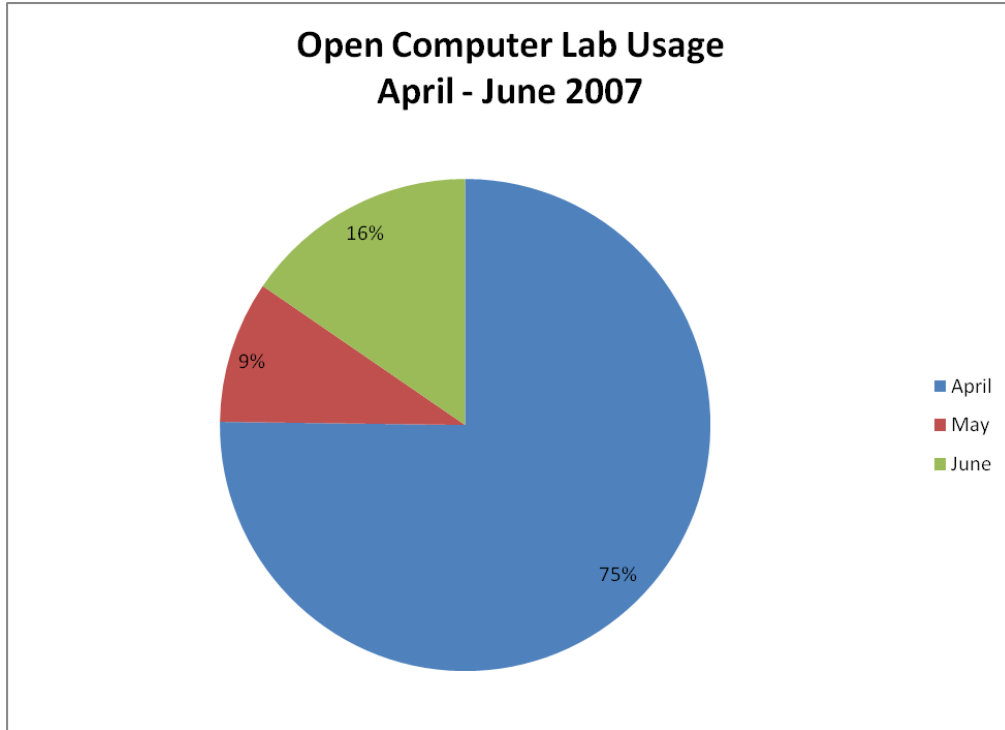
Closed during Summer

Varnado Dorm Lab

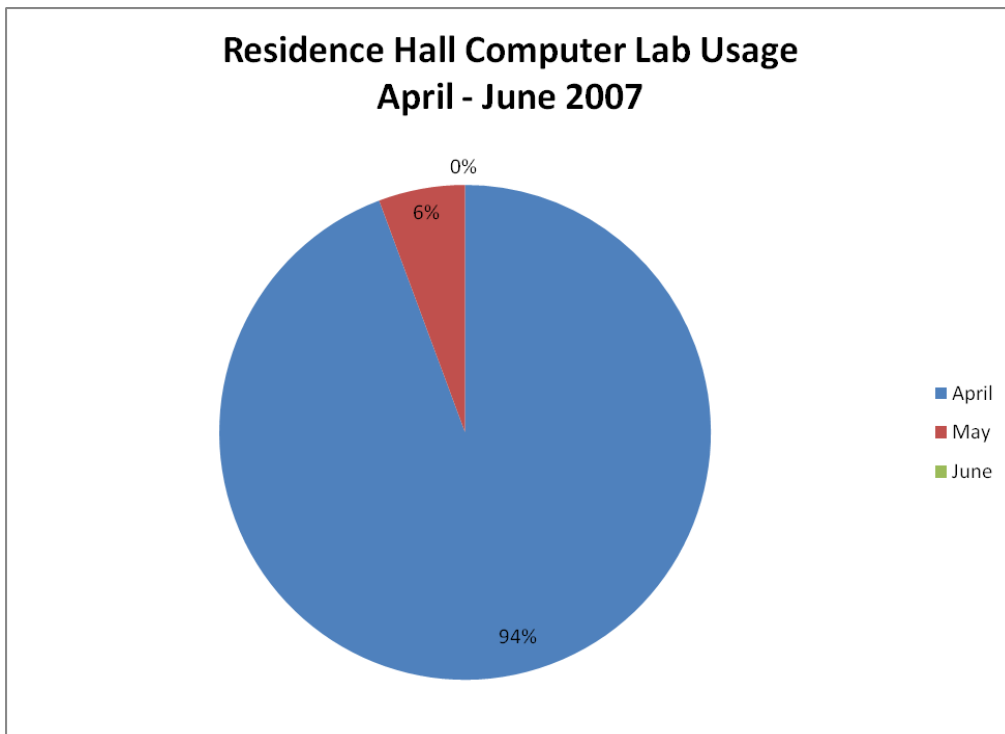
Sunday – Thursday / 4:00 p.m. – 11:59 p.m.

Closed during Summer

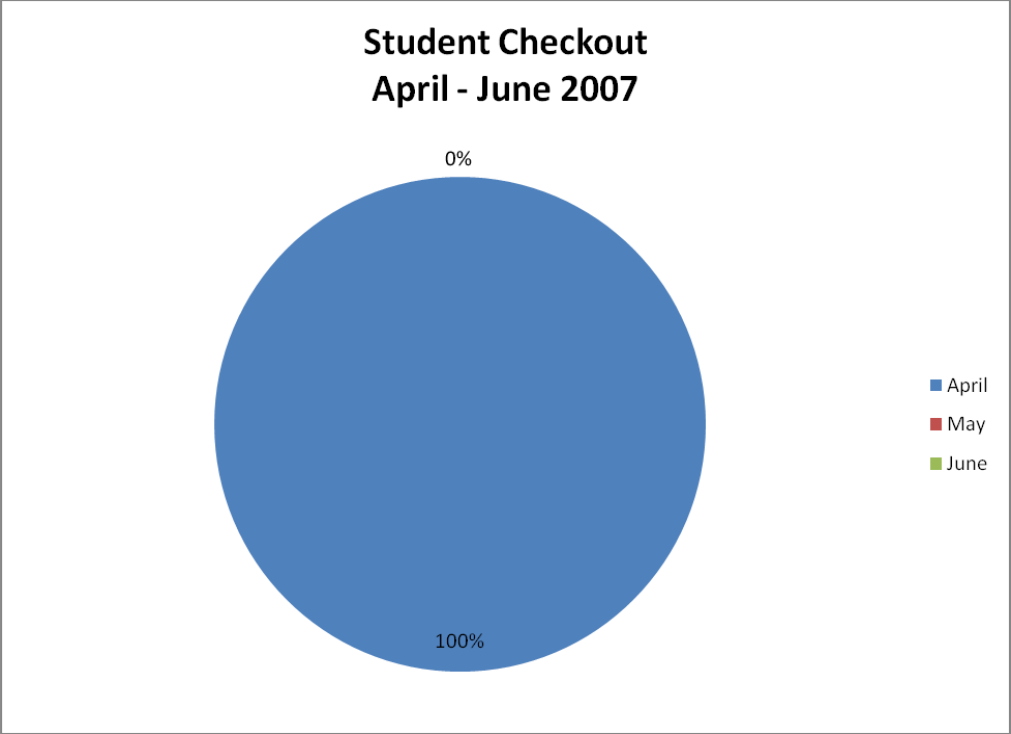
The following graph depicts usage of the open computer labs across the Natchitoches campus.



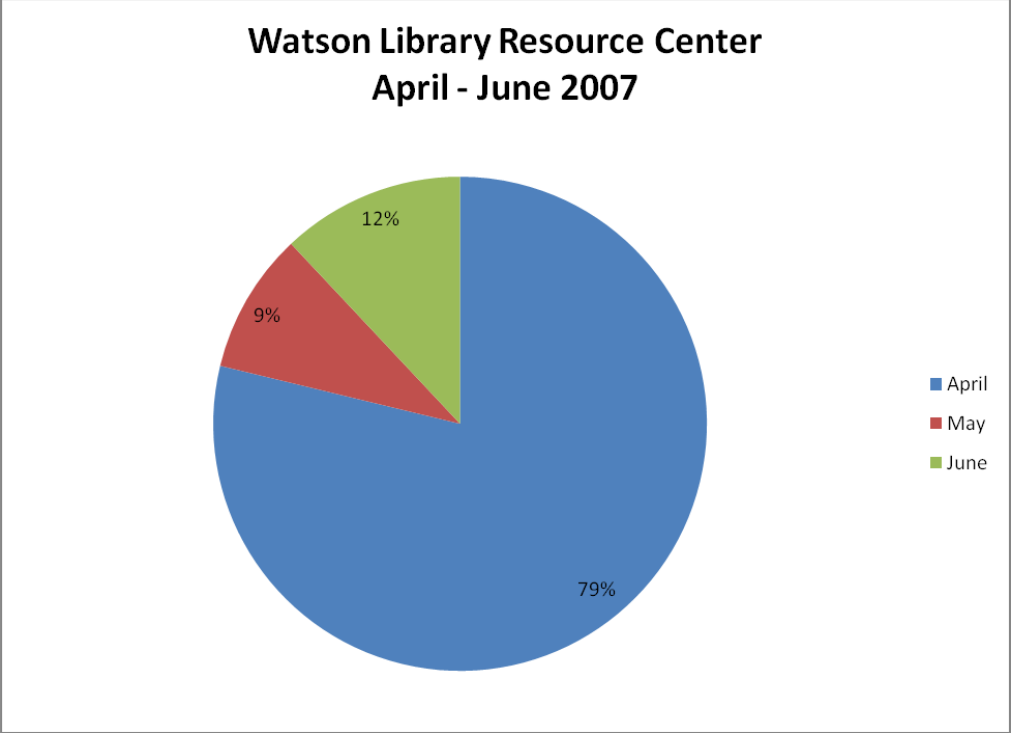
The following graph depicts usage of the dorm computer labs across the Natchitoches campus.



The graphic below depicts the student checkout of equipment that Student Technology provides. Equipment checkout is not available during the Summer.



Below is a graphic to depict the usage of the Student Resource Center.



Responsive Action

The office of Student Technology tries to accommodate the needs of the students and the hours in which students need access to technology for coursework. The office has extended the hours of operation of the Resource Center to correspond with the Watson Library computer lab hours to better service the needs of the students.

Student Technology implemented survey cards to assist in collecting data to insure student's needs are met. The data collected provides feedback to make improvements where necessary. The survey cards are given to students upon entering the computer lab, the student can return the card in two ways, the first being hand it to the lab assistant or either mail it through campus mail to the Office or Institutional Research. The survey cards request input about the computer labs, equipment, workers and the SOS (Student On-Line Support). Since we have increased services, such as the student checkout and the Student Resource Center, these will be added to the new survey cards for student evaluation.