Annual Report on the Expenditure of Student Technology Fees

1999 – 2000

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Table of Contents

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 the 1999-2000 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 07/01/99	631,286
Revenues Collected	1,298,680
Total Funds Available	1,929,966
Less Funds Expended	1,138,718
Funds Balance as of 06/30/00	791,248
Summary of Expenditures by Project Category for 6/30/99 – 7/1/00 Completed by: Student Technology Fee Coordinator	Expenditure
Special Initiatives	435,925
Lab Development	204,111
Operating Cost	54,366
Maintenance	1,171
Infrastructure	208,112
Salaries	219,819
Other: checks written off (per Business Affairs)	15,214
Total Expenditure	1,138,718
Summary of Expenditures by Object 07/01/99 - 06/30/00 (completed by Business Affairs)	
Salaries	219,819
Travel	289
Operating Services	71,349
Supplies	34,163
Software	40,601
Professional Services	
Equipment	757,283
Major Repairs/Renovations/Remolding	
Other: Checks Written Off	15,214
Total Expenditures by Object	1,138,718

NORTHWESTERN STATE UNIVERSITY
Technology Fee Account
Changes in Fund Balance
As of June 30, 2000

	Technology Fee 5-27475
Fund Balance at July 1, 1999	$ 631,286
Revenues and Other Additions	
Tuition & Fees	$ 1,298,680
Total Revenue and Other Additions	$ 1,298,680
Expenditures and Other Deductions	
Educational and General	$ 1,138,718
Total Expenditures and Other Deductions	$ 1,138,718
Net Increase (Decrease)	$ 159,962
Fund Balance as of June 30, 2000	$ 791,248

I certify that these amounts represent the accounting records as of June 30, 2000.

_____   _____
Carl Jones   Date
Vice President for Business Affairs & Controller

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 1999 – 2000 Student Technology Fees Funded

Description	Authors	Amount
Educational software to analyze scientific data (Grant 001.001)	L. Sticker, M. Land, M. Bates, A. Darvish, S. Gabrey	$ 1,891.00
Educational software (Statistical Analysis System) (Grant 001.002)	L. Sticker, M. Land, M. Bates, A. Darvish, S. Gabrey	$ 900.00
New English Lab (Grant 001.003)	M. Wied	$ 39,734.00
Software Office 2000 (Grant 001.004)	B. Foote	$ 2,327.00
Multimedia/internet presentation in classrooms (Grant 001.005)	P. Simpson, S. White	$ 29,891.00
Laptop for classroom presentation (Grant 001.006)	P. Pierson	$ 2,221.00
Multimedia lab for "at risk" students (Grant 001.007)	S. Yandell	$ 17,964.35
Printers for multimedia classroom (Grant 001.008)	K. McFerrin	$ 5,542.00
Portable Computer inventory control system (Grant 001.009)	M. Rudd, G. Rudd	$ 10,574.00
Laptop/InFocus for classes off-campus (Grant 001.010)	P. Francis	$ 6,149.00
Digital Imaging technology (Grant 001.011)	R. McBride	$ 4,947.00
Digital equipment for speech presentations (Grant 001.014)	J. Foster	$ 24,441.00
Computers for student lab and digital presentation station (Grant 001.015)	S. Pierce, G. Ware	$ 18,698.00
Computer generated music technology (Grant 001.018)	J. Bradley	$ 17,546.95
Computerized career guidance resource (Grant 001.019)	L. Lentz	$ 4,020.00
Communication and navigation radios (Grant 001.021)	J. Losness	$ 37,800.00
Upgrade old furnishing and partial audio equipment in the CV room (Grant 001.022)	D. Williams	$ 9,517.68
Radiographic Imaging CD-Rom (Grant 001.024)	J. Murrell, L. Carwile	$ 1,150.00
Radiology Support Devices (Grant 001.025)	J. Murrell, L. Carwile	$ 7,730.00
Learning Center for ADA students (Grant 001.026)	S. Hicks, C. Anderson	$ 26,266.00
Fiber connect for two computer labs to better serve students (Grant 001.027)	M. Land, P. Moulton	$ 28,050.00
Learning Plus software (Grant 001.028)	S. Dyson	$ 18,000.00
Funded Total		**$315,359.98**

Annual Progress Review
Northwestern State Technology Enhancement Plan (NSTEP)
FY 1999-2000

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 1999-2000 fiscal year in response to the associated objectives and action plans. The funding source 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: Shreveport Nursing, Leesville Campus, Biology, Journalism, General College and Boozman Dorm*
	• 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*
	• Develop Job Location and Development Office
	   o *Software has been purchased and should be on-line for Spring '01*

2. To provide classrooms with updated technology and multimedia	• Construct multimedia classrooms √ *College of Education added two presentation/multimedia stations, two (2) IMACS, one (1) digital camera, software, which includes video editing capabilities; acquired laptop notebook and projector for use at off campus sites; purchased laser/color printers that are networked with the computer lab to provide quality printing*

	✓ *All departments on campus have been equipped with a presentation station for student use. Each station includes: computer, vcr, document camera, and projector*
	✓ *College of Business installed seven presentation stations in different classrooms within the college*
	➤ *College of Education added demonstration stations for usage by the methods students*
	➤ *Louisiana Folklife Center purchased thirty (30) transcription machines for students to use when conducting fieldwork experiences*
	• 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*
	   ✓ *Purchased software for Biology Laboratory, Radiologic Technology (software and anthropomorphic phantoms), Creative and Performing Arts, Student Services, Chemistry and Physics, Language and Communications, Leesville campus*
	   o *Watson Library has implemented the Interlibrary Loan project LALINC (the Louisiana Academic Libraries Information Network Consortium)*
	   ✓ *Purchased communication and navigation radios for Aviation Science*
	   ✓ *College of Business is in the process of installing network connectivity in all multimedia classrooms*
	   ➤ *College of Education installed Office 2000 in the computer labs and classrooms*
	• 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 '99-00 Contracted 1 Support Specialist, 1 Network Administrator, 5 student lab coordinators, 2 Help Desk Technicians, and 29 student lab assistants*

4. To improve and proliferate distance education in all colleges at NSU	• Enhance the Compressed Video Network
	   ✓ *Installed new work stations and upgraded the audio*
	   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*
	      ➢ *Department of Industrial and Engineering Technology is currently providing training to Alliance Compressors to enhance technical knowledge*
	      ➢ *Department of Industrial and Engineering Technology is currently providing skills-enhancement training in electronics for Lucent Technologies employees*
	 • 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 *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 spring of 2000 fiber links were installed in the Student Center, and to Kyser Hall, currently it is being installed at Warrington Place-Shreveport Nursing and at the Leesville campus*
	 • Provide wireless access at the building level
	      ✓ *Prather Coliseum and NSU Airport have been installed with wireless access*
	 • Provide Voice-response communications
	      o *Money for a new phone switch has been secured and will be installed in '01-02*

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
	    ○ *A training facility has been positioned in Russell Hall to provide technology training to faculty and staff*
	    ✓ *Student Training lab in development for 2001-2002*
	• 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 ○ *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
	    ○ *There were a total of 11 CURIA for a total of $11,580 awarded to faculty and students*
	• Encourage grantsmanship among all faculty
	    ✓ *Student Technology Fees provides $200,000+ in grant money available annually for faculty/student proposals*
	• 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 1999-2000, 54 individual faculty members (with additional collaborating faculty members) submitted 68 proposals, with a success rate of 72%, securing $4 million*
	    ○ *Currently the university has approximately $10 million in active grants*

9. To provide a system for maintenance, upgrade, training and support of administrative systems for administrators and physical plant	• Establish mechanism for annual review of needs
	    ○ *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 Biology Laboratory, Radiologic Technology (software and anthropomorphic phantoms), Creative and*

	Performing Arts, Student Services, Chemistry and Physics, Language and Communications, Leesville campus • Provide training for users and support personnel in specialized applications o ***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 o ***Student representation is present on both ITAC and STAT committees***

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