Northwestern State University
Annual Report

Department of Instructional Technology and Student Support
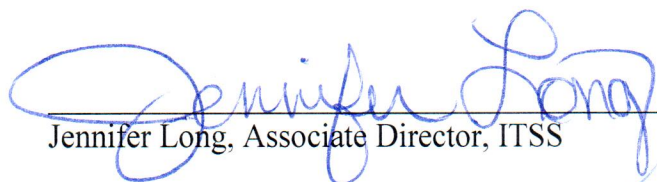
2017-2018

September 2018

Prepared for: *Northwestern President Dr. Chris Maggio, SGA President Jacob Ellis and the University of Louisiana System Board of Supervisors*

By: Jennifer Long, Associate Director of Instructional Technology and Student Support
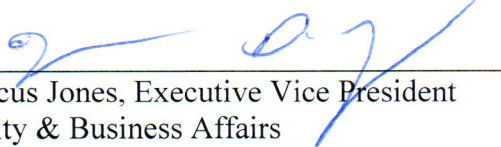Northwestern State University

Signature Page

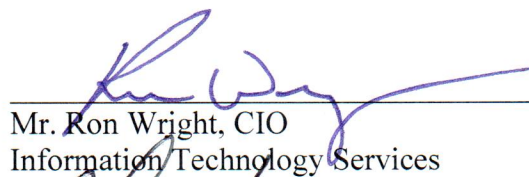_____   9.17.18
Jennifer Long, Associate Director, ITSS   Date

_____   9/17/18
Dr. Marcus Jones, Executive Vice President   Date
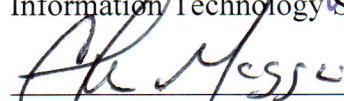University & Business Affairs

_____   9.17.18
Mr. Ron Wright, CIO   Date
Information Technology Services

_____   9/17/18
Dr. Chris Maggio, President   Date
Northwestern State University

Table of Contents

Northwestern's Student Technology Fee Committee

Northwestern's Student Technology Fee Committee was established in the summer of 1997. The Committee is currently comprised of the Student Government Association Presidents and Treasurers from the Natchitoches and Shreveport campuses, a student representative from the Leesville campus and two other student representatives appointed by the Natchitoches SGA President. Meetings are held when requested by the SGA President (STAT Chair). The mission statement of the Student Technology Advisory Team is as follows:

The mission of the Student Technology Advisory Team is to ensure that all students have easy access to technologies that are necessary to adequately prepare them to successfully compete in the job market. The Student Technology fee is a student self assessed fee that should be used exclusively to the direct benefit of the students. In addition, students should have the primary role in the governance and allocation of these funds.

The web site for the Student Technology Fee and Student Technology Fee Advisory Team continues to provide information about the fee to Northwestern students and other interested individuals. The address is: http://www.nsula.edu/its/computer_labs/ and http://www.stat.nsula.edu

Progress made during 2017-2018

A total of $1,263,088 was collected during Fiscal Year 2017-2018 making a total available of $2,114,544. Expenditures for 2017-2018 were $816,645.

The following is a summary of major projects and expenditures:

Instructional Technology Lab Assistants/Coordinators, Instructional Technology Technical Support Specialist, and Associate Director - $343,353.

Computer lab equipment, technology projects (large and small), software, supplies, infrastructure and maintenance cost included - $473,292.

The instructional technology assistants and coordinators were utilized in a multitude of capacities through this past year some of which include:

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

The STAT and Student On-line Support Help Desk web sites were maintained.

The Student Help Desk assisted students with username and password assistance, Moodle, wireless instructions software related issues, email and WebEx.

Professional development is conducted at the beginning of each semester for all Student Technology Fee lab assistants. Student Technology Fee workers are required to attend the training to discuss any current lab issues and maintain a working knowledge of software.

All hours, contact information and maps are posted to the website for viewing and workstation availability.

During Freshman Connection, the technology assistants assisted incoming freshmen with ensuring their myNSU accounts were created during the application process.

COMPUTER LABS AND EQUIPMENT:

The following are a list of computer labs upgraded during 2017-2018:

Location	Budget Account	Approved Budget	Expenditures	Description
Classroom Workstations	262001	$4,487	$4,324	Classroom Upgrade
Kyser Lab	262001	$18,750	$12,888	Lab Upgrade
Scholars' College	262001	$36,250	$24,917	Lab Upgrade
Nursing	262001	$25,000	$17,184	Lab Upgrade
SSD	262001	$9,044	$7,796	Lab Upgrade

TECHNOLOGY PROJECTS

Location	Budget Account	Approved Budget	Expenditures	Description
Ft Polk/CV Rooms	262227	$52,181	$44,680	Classroom Upgrade
Proctoring Ct/Shreveport	262227	$14,569	$14,569	Student equipment
Disability Services	262001	$14,671	$9,744	Infrastructure
NSU 22	262001	$24,368	$21,652	Equipment Upgrade
Nursing Wireless	262001	$5,949	$1,581	Wireless
Russell Wireless	262001	$15,129	$15,129	Wireless
Bienvenu Wireless	262001	$24,339	$24,339	Wireless

Lab Supplies/Operating Costs

Location	Budget Account	Approved Budget	Expenditures	Description
Supplies/Operating	262001	$303,700	$274,489	Operating Cost

Surplus equipment that is reusable will be distributed based on the guidelines set forth by the state in regards to equipment purchased with Student Technology Fee funds.
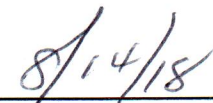
NORTHWESTERN STATE UNIVERSITY
Student Technology Fee
Changes in Fund Balance
as of June 30, 2018

Fund Balance at July 1, 2017	$	881,456
Revenues and Other Additions		
Tuition and Fees	$	1,242,510
Interest Earned	$	4,317
Other Miscellaneous Income	$	16,262
Total Revenue and Other Additions	$	1,263,088
Expenditures and Other Deductions		
Educational and General	$	(816,645)
Total Expenditures and Other Deductions	$	(816,645)
Net Increase (Decrease)	$	446,443
Fund Balance as of June 30, 2018	$	1,327,899

I certify that these amounts represent the accounting records as of June 30, 2018.

_____
Carl Jones, Vice President of Business Affairs & Controller

8/14/18
Date

UNIVERSITY OF LOUISIANA SYSTEM REPORT ON STUDENT TECHNOLOGY FEES

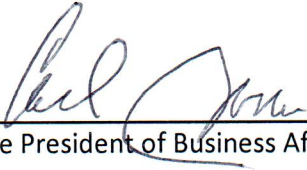**Institution: Northwestern State University of Louisiana**

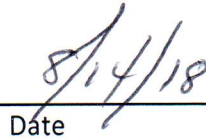Student Technology Fees Act 1450 of 1997

Fiscal Year 2017-2018

Fund Balance as of 07/01/17	881,456
Revenues Collected	1,263,088
Total Funds Available	2,144,544
Less Funds Expended	(816,645)
Fund Balance as of 6/30/18	1,327,899

Summary of Expenditures by Object 07/01/17 - 06/30/18

Personal Services	343,353
Travel	301
Operating Services	115,865
Supplies	238,145
Equipment	118,981
Total Expenditures by Object	816,645

_____

Carl Jones, Vice President of Business Affairs

8/14/18

Date

Conclusion

Northwestern's Instructional Technology and Student Support continues to be a leader in efforts to improve the technology available to students. We are proud to submit this annual report, which reflects the continuation of progressive spirit, and cooperative nature with which all aspects of the committee's charges have been handled.