

Augusta State University

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Affirmed by the Vice-President for Academic Affairs

Plan for Managing Student Technology Fee

August 2010

1. Administrative Oversight

- A. Office of the VPAA
- B. University Permanent Committee appointed by VPAA
 - (1) Student Technology Fee (STF) Committee composition
 - (a) Faculty and staff membership (four voting members)
 - (1) Representative from the Office of the Vice President for Academic Affairs (ex-officio and non-voting)
 - (2) Director of Media Services
 - (3) Director of Information Technology Services (ITS)
 - (4) Director of Reese Library
 - (5) Chair of the Information Technology Committee
 - (b) Student Membership (four voting members)
 - (1) Three undergraduate students
 - (2) One graduate/ post baccalaureate student
 - (2) Chairperson rotates yearly between ITS and Reese Library
 - (3) Responsibilities of the committee
 - (a) Manage the planning process
 - (b) Prioritize budget requests based upon the impact of expected student benefits
 - (c) Supervise the annual audit of expenditures against budget priorities
 - (d) Evaluate impact on students
 - (e) Publish committee minutes and annual report for constituent review

2. Time Table of Yearly Events

- (a) Aug Review University's strategic plan in reaffirming the STF management guidelines
- (b) Sept Receive proposals from student groups and campus faculty/staff
- (c) Oct-Dec Prioritize expenditures for the following year, based on student-centered goals in departmental unit plans and the University strategic plan
- (d) Jan-Jul Process Fall requests (Chairman will approve all requisitions for the year)
- (e) Jul-Aug Publish yearly report outlining receipts and expenditures

3. Examples of Funding Priority Based Upon Direct Benefit to Students

- (a) High Funding Priority (high visible, general purpose technology resources)
 - (1) Campus-wide technology resources managed by Reese Library, Media Services, and ITS
 - (2) Academic software and hardware (computer labs, student instructional stations, and site licenses)
 - (3) Resources readily visible to the student body
 - (4) Employment of part-time or temporary personnel (student/graduate assistants) for student training and support
 - (5) Training provided directly to and/or by students
 - (6) Resources directly related to students' academic success (i.e. computer literacy)
 - (7) Maintenance and supplies to support STF-based purchases
 - (8) Wireless Connectivity
- (b) Low Funding Priority
 - (1) Items that meet criteria 3(a) but fail to impact a significant portion of the student body

- (c) Excluded from funding
 - (1) Administrative software and hardware (i.e. Banner or PeopleSoft)
 - (2) Employment of part- or full-time permanent faculty and staff
 - (3) Hidden infrastructure resources (i.e. wiring closet routing hubs)
 - (4) Proposals not directly linked to student-centered departmental unit plans and university strategic goals

4. Evaluation Paradigm

- (a) Annual Report (process)
 - (1) Summarize budget receipts and expenditures
 - (2) Compare purchases to priority list, funding guidelines, and planning process
 - (a) Explain any discrepancies
 - (b) Propose corrective measures when appropriate
 - (c) Document that fiscal oversight of the committee's activities are part of the university's financial audit process
 - (3) Recommend to the VPAA proposed changes in the Committee's responsibilities and process
- (b) Evaluate the impact of technology fees on Media Services', ITS', and Reese Library's unit budgets
 - (1) Note "value added" or leveraging effects on the budgets of these units
 - (2) Identify situations where supplanting of resources may have occurred and propose corrective measures to VPAA
- (c) Evaluate the effect of the student technology fee on integrating technology into the curriculum
 - (1) Survey students in each graduation class regarding the impact of technology resources and their program of study (Graduating Student Survey)
 - (2) Randomly survey actual resource users through web-based surveys available on the ASU website
 - (3) Collect data on a standardized form when technology resources are provided by student technology fees are checked out and returned from either Media Services, Reese Library, or ITS (data projectors, digital cameras, laptops, etc.)
 - (a) Student use of resources
 - (b) Overall impact on student activity
 - (c) Relative value of resource
 - (d) Suggestions for additional resources or services
 - (4) Evaluate and analyze all training sessions provided to students through a common evaluation instrument. The instrument should focus on the transferability of the knowledge and skills to specific academic goals
 - (5) Data collected throughout the year by Media Services, Reese Library, and ITS will be analyzed and summarized in the Annual Report. This aggregate data will be used in the long-term planning process for establishing priorities, refining procedures, and guiding practices for future academic years.