

**Augusta State University**  
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*Plan for Managing Student Technology Fees*

*October 16, 2000*

**1. Administrative Oversight of the Project**

*Revised January 2007*

- a. Office of the VPAA
- b. Ad-hoc Committee Appointed by VPAA
  - (1) Student Technology Fee (STF) Committee composition
    - (a) Faculty and Staff Membership (4 voting members)
      - (i.) Associate VPAA (ex-officio and non-voting)
      - (ii.) Director of Media Services
      - (iii.) Director of Computer Services
      - (iv.) Director of Library Services
      - (v.) Chair of the IT Committee
    - (b) Students Membership (4 voting members)
      - (i.) 3 undergraduate students
      - (ii.) 1 Graduate/Post Bac student
  - (2) Chairperson rotates yearly between the districts of CS and LS
  - (3) Responsibilities of committee
    - (a) Manage the planning process
    - (b) Host annual student budget hearings
    - (c) Prioritize budget requests based upon the long term plan
    - (d) Supervise the annual audit of expenditures against budget priorities
    - (e) Evaluate impact on student outcomes
    - (f) Publish committee minutes and annual report for constituent review

**2. Time Table of Yearly Events**

- a. Aug-Oct Establish and revise long term strategic plan and publish goals for 2-3 years
- b. Nov-Dec Host student hearings and receive proposals from student groups and faculty/staff from Media Services, Computer Services, and the Library
- c. Jan Establish budget based upon projected enrollment
- d. Apr Prioritize expenditures for the following year
- e. Jul-Dec Process purchases based upon long term plan, priorities, and actual Fall term fee receipts (Chairman will approve all PO's for the year)
- f. Jan-Jun Process purchases based upon long term plan, priorities, and actual Spring and Summer term fee receipts (Chairman will approve all PO's for the year)
- g. Aug Publish yearly report outlining receipts and expenditures

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

#### **a. High Funding Priority (highly visible general purpose technology resources)**

- (1) Campus wide technology resources managed by the library, media services and computer services
- (2) Academic software and hardware (walk-in computer labs, student instructional stations and site licenses)
- (3) Resources readily visible to the student body and labeled accordingly
- (4) Employment of part-time or temporary personnel (such as student and graduate assistants) for student training and support
- (5) Training provided directly to and by students
- (6) Resources linked directed to the University's and Committee's long term strategic technology plans
- (7) Resources with a one to three year life cycle
- (8) Resources directly related to achieving academic goals (i.e., computer literacy)
- (9) Maintenance and supplies to support fee-based purchases
- (10) Wireless connectivity and laptop docking stations in student areas (i.e., Washington Hall, Reese Library and future Student Center)

#### **b. Low Funding Priority**

- (1) Training provided primarily to faculty and staff
- (2) Resources not linked directly to the University's and Committee's long term technology plans
- (3) Resources related to achieving non-academic goals (i.e., debit card system)
- (4) Department specific resources (department lab for a specific major)

#### **c. Excluded from funding**

- (1) Administrative software and hardware (i.e., Banner or PeopleSoft)
- (2) Employment of full-time permanent faculty and staff
- (3) Hidden infrastructure resources (wiring closet routing hubs)

#### **4. Evaluation Paradigm**

##### **a. Annual Report (Process)**

- (1) Summarize budget receipts and expenditures after independent audit
- (2) Compare purchases to priority list, funding guidelines and planning process
  - (a) Explain discrepancies
  - (b) Propose corrective measures when appropriate
- (3) Recommend to the VPAA proposed changes in the Committee's responsibilities and process

##### **b. Evaluate the impact of technology fees on Media Services, Computer Services and the Library 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 purpose corrective measures to the VPAA

##### **c. Evaluate the impact of additional resources provided by the fees on student effectiveness as it relates to the use and integration of technology in their curriculum or program of study**

- (1) Survey students in each graduating 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 Net
- (3) Collect data on a standardized form when technology resources provided by the student fee (data projectors, digital cameras, laptop computers) are checked out and returned from either Media Services, Library or Computer Services
  - (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, Computer Services and the Library 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.