

Nicholls State University Instructional Technology Support Request Form

Guide sheet to utilizing the Technology Fee and explanation of scoring

Fee Definition and Authority

The Technology Fee (Tech Fee) is governed by Act no. 1450 of the regular session and is under supervision by each institution in higher education. This fee is considered a supplement to current funds allocated by the University and by grants. In addition, Mr. Bobby Jindal clarified fee expenditure guidelines in a memorandum dated July 19, 1999 that went into effect September 1, 1999. In June of 1997 the Nicholls State University Student Government Association voted unanimous approval for the assessment of a technology fee of \$5.00 per credit hour, up to a maximum of \$60.00 per semester, effective in the Fall 1997 semester.

Procedure for Funding

As per Mr. Bobby Jindal's guidelines, Nicholls State University has instituted a Student Technology Fee Plan. Line items inserted into the fee plan are composed of proposals from university colleges, departments, and the students. In lieu of a Technical Review Committee, Academic Computing serves in this capacity and ranks the technical merit of each proposal and determines whether it fits into the overall plan for technology at Nicholls State University. If a proposal fits the description of technology, Academic Computing determines whether it is technically sound and whether human resources are available to implement and maintain all current production. The proposal is then submitted to the Student Technology Fee Committee for consideration. Upon approval by the committee, the proposal is inserted as a line item into the Student Technology Fee Plan.

Committee Makeup and Process

Complying with guidelines issued by Mr. Bobby Jindal on July 19, 1999, the Student Technology Fee Committee has changed its composition. The committee is now composed of 10 students and 8 faculty/staff members giving the students a majority. Student makeup is composed of the SGA President and Vice President, 1 student from each college for a total of 6, and 2 students at large appointed by the SGA President. To reduce the number of faculty/staff members on the committee, a rotation schedule was created in which 1 college is rotated out each year. The college without representation will have 1 on the students at large appointed by the SGA President. The faculty/staff makeup is composed of 1 faculty member from each college, minus the rotated college, for a total of 5 – 1 from the library, 1 from student affairs, and 1 member from Administrative Computing. The ex-officio members that do not have voting privileges include: 1 member from the administration, 1 member from Academic Computing, 1 member from Administrative Computing, and the director of Instructional Technology.

The committee is first required to pass an overall budget that outlines the major categories of expenditures. Once an overall budget is approved, the individual proposals are examined and either accepted or rejected within the budgetary amounts

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approved for equipment expenditures. Minutes of these meetings are kept which detail the discussion and debates on specific items and of the budget.

Scoring of proposals

Points are given for each section and represent a weighted average. Sections with higher point totals indicate sections that are of major concern. Proposals are scored on a cumulative basis and are ranked by the total cumulative score. Those proposals ranking highest have the highest chance of being undertaken. The overall constraint is the amount of budget available for equipment. In the event of a tie and only one project can be undertaken, the Tech Fee committee will determine who shall get funded.

Presentation

All applicants will be required to give a 5 minute presentation. You must schedule a presentation to be given to the entire student subcommittee with Ms. Edith Kirkland at extension 4649. Failure to give a presentation will nullify a proposal.

Routing Sheet

Applicants must fill out a routing sheet that has the following signatures:

- The department head
- The dean of the college

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DO NOT PRINT AND RETURN THIS PAGE OR THE ABOVE PAGE.**

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Section 1 – Requestor(s) Information

Date of Request:

Name(s):

Telephone:

Department:

Contact Person:

Section 2 – Background Information on the Request

1. What is the purpose of the request? **(10 Points)** Please note if this for accreditation purposes **(5 Additional Points)**.

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2. Which students will be affected by the request fulfillment (Classes, majors, colleges, etc.)? **(5 Points)**

3. How many students will be affected by the request fulfillment? **(15 Points)**

4. Will these resources be shared among other departments, colleges, or units (If NONE then please explain why below)? **(10 Points)**

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5. Have any attempts been made to fund the project from a grant or from private sector sources as a joint effort (If YES, please state the title of grant as specified to the controllers office, entity and date attempted)? **(5 points for yes answer only)**

6. How will equipment be maintained (Provide in writing some commitment from the University for non-computer equipment) **(No points required question)**

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7. Has a network infrastructure impact been assessed (Did you show the proposal to the Network Administrator)? Can the proposal work within the current network configuration? **(Required Answer – No Points)**

8. Will there be any remodeling/demolition of existing facilities to fulfill this request (If YES, please briefly elaborate)? **(Required Answer – No Points)**

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9. Plan for the disposition of the replaced equipment. **(Required Answer – No Points)**

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Section 3 – Budget Information

Equipment	Cost
Total	

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Software	Cost
Total	

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Supplies	Cost
Total	

Installation	Cost
Total	

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Personnel Training	Cost
Total	

Indirect Costs (Maintenance/Shipping and Handling)	Cost
Total	

Grand Total	
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