



Policy Name:	Student Technology Enhancement Program
Policy Number:	AA.119
Effective Date:	May 15, 2007
Date of Last Revision:	February 28, 2014
Functional Area:	Academic Affairs

STUDENT TECHNOLOGY ENHANCEMENT PROGRAM

SCOPE

This policy has been set forth to establish criteria and procedures for the standard operation for the Student Technology Enhancement Program (STEP) fee proposals. This policy and procedures apply to students, faculty, and staff who are submitting a STEP fee proposal. Technology fees collected by an SCLTC campus will be used for the purpose of enhancing instruction and improving the infrastructure and technical capacity of the campus/college.

Students enrolled in South Central Louisiana Technical College (SCLTC) contribute to a Student Technology Enhancement Program (STEP) fee each semester. STEP funds, often referred to as technology fees, assist with all major technology efforts of the College that are designed to enhance the learning process for students. This fee was approved by the Student Government Associations of the SCLTC campuses as authorized by the Louisiana Legislature in spring 1997.

Standard Operating Procedures

Criteria For Proposals

Money collected by the Campus as STEP fees may be used for proposals that fit within the following:

- Maintenance and/or replacement of personal computers used by students for instructional purposes; Addition of computer labs, other instructional technology such as video instruction and the electronic classroom, and the lab personnel for such labs;
- Student services, which may include items such as imaging equipment, student copying center, etc.; Student life enhancements, which may include items such as smart cards, e-mail accounts, web access, etc.;
- Maintenance and expansion of network infrastructure, possibly including expansion of network to off-campus sites; and,
- Other projects, as approved by the Campus STEP Committee/ STEP Council.

A maximum of 5% of total funds may be allocated for consumable supplies. The remaining 95% will be allocated for other technology related campus expenditures.

Guidelines For Proposal Format

The following proposal format guidelines must be followed:

- Each proposal must be described on SCLTC Proposal for Use of Student Technology Enhancement Program (STEP) Fee form (AA.112A).
- Students, faculty, and staff must complete SCLTC Form AA.112A_ Proposal for Use of Student Technology Enhancement Program (STEP) Fee.
- All sections of this form **must** be completed.
- A completed requisition form **must** be attached for each item requested in the proposal. All requested information must appear on the requisition form.

- Proposals must reach the Campus Administrator or Campus STEP Committee Chair (as appropriate) within the published deadline.

Submission Process-Student Proposals

- Students will submit their proposals on Form AA.112A_Proposal for Use of Student Technology Enhancement Program (STEP) Fee to the Student Government Association’s (SGA’s) for their review and recommendation.
- Student proposals related to academic programs must be submitted through the faculty in that discipline and to the Campus Administrator.

Submission Process-Faculty/Staff Proposals

- Faculty/staff will submit their proposals on Form AA.112A_Proposal for Use of Student Technology Enhancement Program (STEP) Fee to their Campus Administrator.

S.T.E.P. Committee Meeting Procedures

- At the first meeting of the **Campus** STEP committee, the Chair of the **Campus** STEP Committee will distribute a summary of the funds available in the STEP Account to the Campus STEP Committee members and the **College** STEP Council Chairperson.
- Each **Campus** STEP Committee will review and prioritize the proposals submitted to that Campus Administrator and make a determination of which proposals are requested will be fund during that semester.

GENERAL TIMELINE	
Two (2) weeks following the Friday of the week of the 14 th Day of Fall and Spring semesters.	Campus STEP committees will begin to accept proposals for the academic year.
October and March	Campus and College committees meet to review and process proposals.
Mid-March	All decisions regarding proposals must be completed to allow for purchases prior to the end of the fiscal year.

Composition “Campus” S.T.E.P. Committee

- Campus Administrator (Chair)
- Campus SGA President and two other students
- Two (2) faculty representatives

Responsibilities Of “Campus” S.T.E.P. Committee

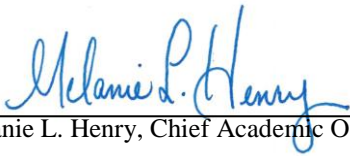
- Evaluate proposals received from Campus Administrator for use of the technology fee.
- Make recommendations to the College S.T.E.P. Council

Composition “College” S.T.E.P. Council

- Chief Academic Officer or the Chief Student Affairs Officer (Chair)
- Campus Administrators of each campus within the College.
- Chief Information Technology Officer (or Director’s Designee)
- Faculty Senate Representative for the College
- College Chief Executive Officer of the Student Government Association (SGA)

Responsibilities Of “College” S.T.E.P. Council

- Evaluate proposals submitted by Campus S.T.E.P. committees.
- Make recommendations to the Director regarding the expenditure of the Technology Fee.



Melanie L. Henry, Chief Academic Officer

February 28, 2014

Date



Earl W. Meador, Director

February 28, 2014