Student Technology Fee Advisory Committee Meeting  
April 27, 2018  
3:00pm - 4:00pm

Committee Members Present: Amanda Hawkins (Chair), Dr. John Finley, Logan Ragan (SGA President), Winston Black (FY19 SGA President), Cylina Velazquez, Derrick Reed, Jonathan Noell, Hunter Caldwell

Ex-Officio Members Present: Abraham George, Dr. Wayne Summers, Mary Covington, Barbara Smith, Brandon Lindley, Jessica Macon, Sheila Williams, Frank Hardymon

3:07pm: Introductions

Abraham George welcomed everyone

Amanda Hawkins stated she has been on the committee since 2015. The faculty submit grants and we look over them and approve the grant applications that impacts the largest amount of students. This year will be different because the budget for Student Technology Fee (STF) decreased significantly and the expenses are over $100,000 of budgeted projections. Due to the projected decrease of the student enrollment for fall 2018, no new applications will be awarded this year and cuts must be done to bring the budget back to a positive. The committee must recommend ways to decrease the current expenses in order to ensure expenses do not exceed the projected budget.

Mary Covington referred to the USG BOR Business Procedure Manual for Mandatory Student Fees. Section 24.3.1 details the guidelines for the Student Technology Fees. Clink link to view entire section.  
USG BOR Mandatory Student Fees
Barbara Smith noted that the FY18 STF had a projected budget of $1,464,000. Due to the projected decrease for Fall 2018 enrollment, the fund has a starting balance of $1,341,814. Some software licenses have increased, however the STF for student stays the same at $79.00 per semester. Barbara stated that the reductions proposed by the committee are recommendations and not hard votes. Barbara explained the STF budget sheet she is working off during the meeting would keep a running balance for the committees reference. The list is not in any order or importance.

FY19 STF Budget

Discussion:

- Smarter Measures: cost is $4,510 for optional testing for students.
  - Student committee members suggested that Smarter Measures be removed.
- Blackboard Collaborate: Abraham stated blackboard collaborate needs to be funded with USG/BOR, however in 2020, it can be discontinued.
- Kaltura: The report provided by COOL lists 4 sources with thousands of hours of videos. There are other options for usage if Kaltura is cut, such as YouTube, and Camtasia. The cost is $41,641 for Kaltura. Dr. Summers asked if individual licensing can be purchased.
  - Jessica Macon will do research in purchasing individual licensing and then have it as a departmental cost.
- ARTStor Database: There have been 201 searches. Art has 200 majors. Ms. Hawkins stated the departments could take on the fee that would come from their department to purchase the software.
- Library, 2 student assistants: The budget of $9,600, could possibly be cut in half by decreasing on library student. The HelpDesk has 16 student assistants in the library. Abraham stated the importance of student employees to assist with questions at the front desk. A suggestion was to cut student assistant while others can be cross-trained, Brandon Lindley is open to the idea.
  - Winston suggested to decrease the numbers of UITS student assistants.
  - Abraham will discuss this with Dean Flynn before a decision is finalized.
- Dr. Summers wanted to review the policies of employment using STF funds
  - USG BOR Policy states: **Under no circumstances may technology fees be used to fund existing positions that would otherwise be cut from an operational budget, nor should technology fees be used to fund general computing and networking positions that have a significant administrative or research support component.**
• Minitab: 1 professor is using Minitab with an annual cost of $4116. It is software for teaching statistics. Over the course of a few years, more professors are using SPSS.
  o Abraham George stated SPSS is mainly used by three colleges: College of Science, College of Business, and College of Education. Number of users for this semester is 200+. SPSS is also installed in all open computer labs for student use.
  o The number of faculty members and students using SPSS is 200 plus.
  o Jessica Macon suggested looking at the Mathematica usage as it has continued to decline. After review, there have been 24 faculty members and students that used Mathematica in 2018.
  o Mary asked how long it takes to make software changes to a course - faculty are currently creating fall courses and should have all of their material for fall now.
• Naxos is a required music class and all student need access to the database for course work.
• Galileo is highly used by all students. Galileo is the library search engine for the entire state of Georgia.
• Chemical Abstract and Communication/Mass Media: Chemical Abstract and Communication/Mass Media have high usage stats, therefore they must remain.
• Computers that are Leased: 150 laptops in FBH, 100 laptops in the main library, 150 All-in-Ones in the main library, and Dillingham open lab which has 2 more years on the contract. We started the leasing contract as we could get more laptops for a better price. The laptops are used for all nursing tests and other classes (including Business Stats) since there is no open lab in FBH. The laptops create a digital transformation for the teaching and learning environment and are also a collaboration tool.
  o The total leasing cost is $110,000 per year and is broken down into COEHP Library and UITS.
• EAB: All advisors use this software for students as a data-driven information tool to work with students concerning their course work. Students can also schedule appointments with their Advisor through EAB.
• Student and Staff Salary: The Student and Staff Salary will change throughout the year, as students will not be in attendance 100%. However, UITS has to budget for a full year’s schedule.
  o Student Assistants work on both campuses for the HelpDesk, Repair Shop, and Classroom Technology.
  o The budget increased due to the percentage of benefits that must be calculated into the total.
• COOL Staff: The Business and Finance Office stated it is likely that this could be moved out of the student tech fee funds by the 1st quarter of FY19 with budget amendments.

• There was a recommendation to decrease the amount of classrooms receiving AV upgrades. The cost could approximately be $20,000. Classroom upgrades enhance teaching and learning; and student computers in classrooms are different from the AV upgrades.

• DubLabs: Dublabs is the interface App to D2L. The website is more mobile friendly than the App. It also runs well on a desktop. Recommended to discontinue the App. Brightspace is coming on May 17, which is responsive on all mobile devices. Abraham recommended students on the committee to be the first testers for the new D2L upgrade to Brightspace.

• Winston had a question about increasing student fees by $10. Cylina suggested an increase of $2 for the affordability of the students. There will be a review of this cost at a later date as we are trying to help the students with decreasing costs.
  o Logan suggested the cost should not be increased until next year, depending on the increase in enrollment.
  o The last increase was $10.00 in 2013.

• Frank Hardymon would like all voting members to sign the form stating that there was not an increase to the STF funds FY18. The form was not signed for FY18.

Summary
• The following items were recommended to be eliminated due to the decreased amount of Student Tech Fee funds available:
  o COOL Staff
  o Smarter Measure
  o D2L Mobile App
  o Kaltura
  o Artstor Database
  o 1 Library Student Assistant
  o Minitab
  o Decrease Classroom AV Upgrades

• Abraham George will continue to communicate with departments to determine the best course of action to eliminate funds from the recurring expenses to balance the STF fund.

Meeting adjourned at 4:35pm