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## Student Technology Enhancement Program (STEP)

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Original Adoption: June 1, 2007  
Effective Date: June 1, 2007  
Last Revision: September 2, 2014

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

This policy and procedures memorandum applies to students, faculty, and staff who are submitting a STEP fee proposal.

### **189.1 PURPOSE**

This policy has been set forth to establish criteria and guidelines for Student Technology Enhancement Program (STEP) fee proposals.

### **189.2 SCOPE AND APPLICABILITY**

This policy and procedures memorandum applies to students, faculty, and staff who are submitting a STEP fee proposal. Technology fees collected by a campus/region will be used for the purpose of enhancing instruction and improving the infrastructure and technical capacity of the campus/college.

### **189.3 CRITERIA FOR PROPOSALS**

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

- 189.3.1** Maintenance and/or replacement of personal computers used by students for instructional purposes;
- 189.3.2** Addition of computer labs, other instructional technology such as video instruction and the electronic classroom, and the lab personnel for such labs;
- 189.3.3** Student services, which may include items such as imaging equipment, student copying center, etc;

- 189.3.4** Student life enhancements, which may include items such as smart cards, e-mail accounts, web access, etc.;
- 189.3.5** Maintenance and expansion of network infrastructure, possibly including expansion of network to off-campus sites; and,
- 189.3.6** 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.
- 189.3.7** Other projects, as approved by the Campus STEP Committee/Campus STEP Council

**189.4 GUIDELINES FOR PROPOSAL FORMAT**

The following proposal format guidelines must be followed:

- 189.4.1** Each proposal must be described on LTC Proposal for Use of Student Technology Enhancement Program (STEP) Fee form.
  - 189.4.1.1** Students, faculty, and staff must complete LTC Form #IS100.32
  - 189.4.1.2** All sections of this form **must** be completed.
- 189.4.2** A completed requisition form **must** be attached for each item requested in the proposal. All requested information must appear on the requisition form.
- 189.4.3** Proposals must reach the Campus Administrator or Campus STEP Committee Chair (as appropriate) within the published deadline.

**189.5 SUBMISSION PROCESS**

**189.5.1** Student Proposals

Students will submit their proposals on the attached form 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.

**189.5.2** Faculty/Staff proposals

Faculty/staff will submit their proposals on the attached form to their Campus Administrator.

**189.6 STEP COMMITTEE PROCEDURES**

- 189.6.1** 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.

**189.6.2** Each Campus STEP Committee will review and prioritize the proposals submitted to that Campus Administrator and make a determination of which proposals it will fund during that semester.

**189.8 GENERAL TIME-LINE**

The Two Weeks following  
The Friday of the week of the 14th day of  
Fall and Spring Semesters

The Campus STEP Committees will begin to  
accept proposals for the academic year.

October and March

Campus and NWLTC STEP 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

**189.9 COMPOSITION AND DUTIES OF CAMPUS STEP COMMITTEES**

**189.9.1** Campus STEP Committee

**189.9.1.1** Campus Administrator – Chair

**189.9.1.2** Campus SGA President and two other students

**189.9.1.3** Two (2) faculty representatives

**189.9.2** The Campus STEP Committee will:

**189.9.2.1** Evaluate proposals received from Campus Administrator for use of the  
technology fee.

**189.9.2.2** Make recommendations to the NWLTC STEP Council.

**189.10 COMPOSITION AND DUTIES OF REGIONAL STEP COUNCIL**

**189.10.1** NWLTC STEP Council Membership:

**189.10.1.1** Chief Academic Officer or the Chief Student Affairs Officer – Chair

**189.10.1.2** Campus Administrators of each campus within the Region

**189.10.1.3** Director, Information Technology (or designee)

**189.10.1.4** Faculty Senate Representative for the College

**189.10.1.5** Regional Chief Executive Officer of the Student Government  
Association (SGA)

**189.10.2** The Regional STEP Council will:

**189.10.2.1** Evaluate proposals

**189.10.2.2** Submit requisitions for computer purchases to be reviewed by the NWLTC IT-Coordinator or designee. All technology requests of the campus/region must be aligned with the regional technology plan.

**189.10.2.3** Make recommendations to the Director regarding the expenditure of the Technology fee.

*Policy Reference:*

La. R.S. 17:3351.1

LTC Form #IS100.32 Proposal for Use of (STEP) Student Technology Enhancement Program Fee

Approved:



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Dianne Clark  
Interim Director