

**POLICY & PROCEDURES MEMORANDUM**

<b>TITLE:</b>	<b>STUDENT TECHNOLOGY ENHANCEMENT PROGRAM (STEP) FEE PROPOSALS</b>
<b>EFFECTIVE DATE:</b>	June 15, 2010* (original) <i>*(Procedural Update 2/26/19, 9/28/17, 9/22/14, 9/27/13; 8/1/11 Title Update/ Legislative Update per Act 521, La. 2010 Regular Session)</i>
<b>CANCELLATION:</b>	SA-1837.1A (6/16/09)
<b>CATEGORY:</b>	Student Affairs (SA)

**POLICY STATEMENT**

Students enrolled in Delgado Community College contribute to a Student Technology Enhancement Program (STEP) fee each semester of \$5 per credit hour, with a maximum of \$60 per semester. The 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 three existing campuses as authorized by the Louisiana Legislature in spring 1997. The process used to determine which projects or new initiatives are pursued is outlined in this memorandum.

**PROCEDURES & SPECIFIC INFORMATION**

1. **Purpose**

To establish criteria and guidelines for Student Technology Enhancement Program (STEP) fee proposals.

2. **Scope and Applicability**

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

### 3. **Criteria for Proposals**

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

1. Maintenance and/or replacement of computers, instructional and laboratory equipment, other instructional technology such as video instruction and the electronic classroom used by or for students, and associated lab personnel;
2. Student services or student life enhancements designed to enhance the learning process for students;
3. Maintenance and expansion of telecommunications and network infrastructure, possibly including expansion of network to off-campus sites; and,
4. Other projects, as approved by the STEP Council.

### 4. **Guidelines for Proposal Format**

The following proposal format guidelines must be followed:

1. Each proposal must be described on Form 1837/001, [Proposal for Use of Student Technology Enhancement Program \(STEP\) Fee](#) (Attachment A). All sections of this form **must** be completed.
2. A completed requisition form (or professional services contract, as applicable) must be attached for each item requested in the proposal. All requested information must appear on the requisition form or professional services contract. All back-up documentation to support requisitions must be current and include detailed specifications, including freight charges. To prevent quotes from expiring, author of proposal must request quotes with a two- to four-month window when possible. Proposals cannot be submitted without completed requisition forms or professional services contracts.
3. Freight charge, two- to four-month window
4. Prior to proposal submission, all requisitions for computer-related purchases must be approved by the Assistant Vice Chancellor/ Chief Information Officer. All requisitions for media-related purchases must be approved by the Dean of Distance Learning and Instructional Technology. This assures that the most appropriate technology for the purposes outlined in the proposals is being purchased.
5. Proposals must reach the Campus/Site Executive Dean\*\* or STEP Council Chair (as appropriate) by the published deadline. **NO late proposals will be accepted.**

## 5. **Proposal Process**

### A. **Student Proposals**

Students will submit their proposals on the [Proposal for Use of Student Technology Enhancement Program \(STEP\) Fee](#), Form 1837/001 (Attachment A), to their respective Student Government Associations (SGAs) for their review and recommendation. Each campus/site SGA will study their respective student proposals, prioritize each proposal and submit in priority order its recommendations to the appropriate Campus/Site Executive Dean<sup>\*\*,\*\*</sup> for review by the Campus/Site STEP Committee, or to the College STEP Committee Chair for review of college-wide proposal recommendations.

However, student proposals related to academic programs must be submitted through the faculty in that discipline to the Division Dean and then to the Executive Dean of the appropriate campus or site for review by the Campus/Site STEP Committee.

### B. **Faculty/Staff proposals**

Faculty/staff will submit their proposals on the attached form to their division deans/unit heads. College-wide academic divisions will have divisional committees which will evaluate and prioritize proposals submitted to the Division Dean. Proposals which are approved by the division committees will be sent to the appropriate Campus/Site Executive Dean<sup>\*\*</sup> for consideration by the Campus/Site STEP Committee, or to the College STEP Committee Chair for review of college-wide proposal recommendations.

## 6. **Allocation of STEP Funds**

Each fall and spring semester, the Office of Budget and Finance submits an initial summary of the funds available in the STEP account to the Vice Chancellor for Academic Affairs for review and approval. Upon approval of the allocation of STEP funds, the Vice Chancellor for Academic Affairs distributes a summary of the funds available to each Campus/Site Executive Dean<sup>\*\*,\*\*</sup> to begin the proposal process.

Twenty percent (20%) of the STEP Funds is allocated for College-wide expenditures. The remaining 80% will be allocated based on the enrollment of City Park Campus, West Bank Campus, Charity School of Nursing, Jefferson Site, Sidney Collier Site, and River City Site as a percentage of the total college enrollment. A maximum of 5% of each campus allotment may be allocated for consumable supplies. Consumable supplies include items such as paper, pens, disks, toners, cartridges, in, bulbs, lamps, lights, equipment cleaning materials, and other similar supplies.

*(\*\*For the purposes of this policy, the Distance Learning and Instructional Technology STEP Committee serves as a Campus/Site Committee for STEP fund allocations generated from online courses, and the Dean of Distance Learning and Instructional Technology serves as the Committee Chair.\*\*\*) Additionally, the Offsite STEP Committee serves as a Campus/Site Committee for STEP fund allocations generated from courses taught at locations other than a Delgado campus or site, including but not limited to dual enrollment courses.) The Chair of the STEP Council will serve as the Committee Chair.)*

At the end of the Spring process, remaining college-wide STEP Funds may be used to fund already approved campus/site proposals.

## 7. **Proposal Review and Selection Process**

- College-wide academic divisions will appoint Division STEP Committees, which will determine eligibility of proposals using the [Student Technology Enhancement Program \(STEP\) Proposal Eligibility Form](#), Form 1837/002 (Attachment B), evaluate, and prioritize proposals submitted to the Division Dean. Proposals which are approved by the division committees will be sent to the appropriate Campus/Site Executive Dean<sup>\*\*,\*\*</sup> for consideration by the appropriate Campus/Site STEP Committee.
- Each Campus/Site STEP Committee will review the proposals submitted to that Campus/Site Executive Dean and make a determination of which *campus or site* proposals it will fund during that semester.
- The College STEP Committee, which includes the Chair of the STEP Council (or his/her designee), Assistant Vice Chancellor/ Chief Information Officer, Dean of Distance Learning and Instructional Technology, the Faculty Senate President or representative, and one student representative from each of the Campus/Site Committees who serve on the STEP Council, will determine eligibility of, review, and select *college-wide* purchases.
- If a Campus/Site STEP Committee, a Division STEP Committee, or the College STEP Committee believes that it needs additional funds for essential projects for that particular semester, the STEP Council will consider such requests.
- If a Campus/Site STEP Committee, a Division STEP Committee, or the College STEP Committee proposes to spend less than its allocation, worthy but unfunded proposals from other entities will be reviewed by the STEP Council for possible funding with the surplus funds.

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## 8. **General Timeline**

Convocation Week  
through 14<sup>th</sup> day of  
Fall and Spring Semesters

STEP process and forms distributed on each campus and site,  
through the SGAs, and in the *Dolphin* newspaper.

14 <sup>th</sup> Class Day	Proposals due to SGAs, Division Deans, and Unit Heads.
Following Two Weeks	College-wide divisions meet to evaluate and prioritize proposals submitted to the Division Dean. Proposals approved at this level are sent to the appropriate Campus/Site Executive Dean <sup>*,***</sup> for consideration by the appropriate Campus/Site STEP Committee.
Following Week	The Campus/Site STEP Committees and the College STEP Committee meet to select proposals to fund and prioritize any unfunded, but worthy, proposals.
Early October (for Fall) Early March (for Spring)	A list of projects to be funded with a short description and cost for each project, along with the names and titles of all persons who participated on the committee, will be submitted to the chair of the STEP Council.
Mid-October (for Fall) Mid-March (for Spring)	STEP Council Chair will submit list of proposed purchases to the Chancellor for approval.
Mid-October (for Fall) Mid-March (for Spring)	The STEP Council reviews campus/site decisions and determines how to spend any surplus funds from any campus/site.
Early November (for Fall) Early April (for Spring)	Deadline for all proposal originators to receive the respective Committee Chair's notification as to whether proposal will be funded or not.
STEP Requisition Deadline	Each Campus/Site Executive Dean (or designee) verifies all purchasing requisitions are entered in the Banner finance system by the requisition deadline published in the <a href="#">yearly STEP Calendar</a> to ensure funds are encumbered for campus/site purpose as approved.

**Note:** *At each level of the process, any proposal which is not recommended for funding will be returned to the originator by the group not recommending the proposal. An explanation of why the proposal was not recommended and, if appropriate, any suggestions for improving the proposal for resubmission next year will also be given to the originator of the proposal. Alternate sources of funding will also be suggested if any are known to be available.*

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## 9. **Requisition Procedures**

- A. Requisitions for approved purchases will be entered into the Banner finance system by the designated person on each campus/site with requisition numbers placed on each hard copy requisition. All back-up documentation to support requisitions must be current and include detailed specifications, including freight charges. To prevent quotes from expiring, author of proposal must request quotes with a two- to four-month window when possible. College-wide purchases will be entered by Information Technology staff. Copies of the hard copy requisitions with requisition numbers will be forwarded to the Chair of the STEP Council. The Executive Dean<sup>\*\* \*\*</sup> of the appropriate campus or site and the Chair of the STEP Council will have requisition approval authority on all campus/site STEP purchases; the Assistant Vice Chancellor/ Chief Information Officer and the Chair of the STEP Council will approve college-wide requisitions.
- B. Funds for consumable supplies as allocated to each campus/site will be added to each campus/site's STEP consumable account following the first STEP Council meeting of the semester. Purchases from that account are entered by the campus/site and approved by the appropriate Campus/Site Executive Dean and the STEP Council Chair.
- C. Unused Campus/Site STEP funds for the fall semester automatically roll over to the following spring semester; however, in the spring semester, requisitions for approved Campus/Site STEP projects must be approved by all parties in the Banner finance system by the deadline designated in the [yearly STEP Calendar](#). Otherwise, all unencumbered campus funds (requisitions not approved in the Banner finance system) from the spring semester are rolled over to the STEP general appropriation for the following fall semester.

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## 10. **Composition of STEP Council and Committees**

### A. **STEP Council**

The STEP Council will:

1. Provide oversight for the STEP process; and
2. Make STEP policy and process recommendations to the Chancellor.

**STEP Council Membership:**

Vice Chancellor for Academic Affairs, *Chair*  
Executive Dean, City Park Campus  
Executive Dean, West Bank Campus  
Executive Dean, Charity School of Nursing Campus  
Executive Dean, Delgado Jefferson Site  
Executive Dean, Delgado Sidney Collier Site  
Executive Dean, River City Site  
Assistant Vice Chancellor/ Chief Information Officer  
Dean, Distance Learning and Instructional Technology  
Faculty Senate President or Representative  
Three (3) students from City Park Campus  
Two (2) students from West Bank Campus  
Two (2) students from Charity School of Nursing  
One (1) student from Delgado Jefferson Site  
One (1) student from Delgado Sidney Collier Site  
One (1) student from Delgado River City Site  
Student Affairs representative (designated by Vice Chancellor for Student Affairs)

B. **Campus/Site Committees** (*Review and recommend campus/site proposals to  
Campus/Site Executive Dean\*\* , \*\*\**)

**City Park Campus STEP Committee**

Executive Dean, City Park Campus  
All College-wide Academic Division Deans (except for Nursing Division, which has  
separate Campus STEP Committee)  
Dean, Distance Learning and Instructional Technology  
Information Technology Representative (designated by Assistant Vice Chancellor/ Chief  
Information Officer)  
Four (4) City Park Campus students  
Two (2) City Park Campus Faculty representatives  
Student Affairs representative (designated by Vice Chancellor for Student Affairs)

**West Bank Campus STEP Committee**

Executive Dean, West Bank Campus  
All College-wide Academic Division Deans (except for Nursing Division, which has  
separate Campus STEP Committee)  
Dean, Distance Learning and Instructional Technology  
Information Technology Representative (designated by Assistant Vice Chancellor/ Chief  
Information Officer)  
West Bank Campus Faculty Representative  
Two (2) West Bank Campus students  
Student Affairs representative (designated by Vice Chancellor for Student Affairs)

**Charity School of Nursing Campus STEP Committee**

Executive Dean, Charity School of Nursing Campus  
Assistant Dean of Nursing  
Dean, Distance Learning and Instructional Technology  
Information Technology Representative (designated by Assistant Vice Chancellor/ Chief  
Information Officer)  
Charity School of Nursing Faculty Representative  
Two (2) Charity School of Nursing Students  
Student Affairs representative (designated by Vice Chancellor for Student Affairs)

**Delgado Jefferson Site STEP Committee**

Executive Dean, Delgado Jefferson Site  
All College-wide Academic Division Deans (except for Nursing Division, which has  
separate Campus STEP Committee)  
Dean, Distance Learning and Instructional Technology  
Information Technology Representative (designated by Assistant Vice Chancellor/Chief  
Information Officer)  
Delgado Jefferson Site Faculty Representative  
Two (2) Delgado Jefferson Site students  
Student Affairs representative (designated by Vice Chancellor for Student Affairs)

**Delgado Sidney Collier Site STEP Committee**

Executive Dean, Delgado Sidney Collier Site  
All College-wide Academic Division Deans (except for Nursing Division, which has  
separate Campus STEP Committee)  
Dean, Distance Learning and Instructional Technology  
Information Technology Representative (designated by Assistant Vice Chancellor/Chief  
Information Officer)  
Delgado Sidney Collier Faculty Representative  
Two (2) Delgado Sidney Collier Site students  
Student Affairs representative (designated by Vice Chancellor for Student Affairs)

**Delgado River City Site STEP Committee**

Executive Dean, Delgado River City Site  
All College-wide Academic Division Deans (except for Nursing Division, which has  
separate Campus STEP Committee)  
Dean, Distance Learning and Instructional Technology  
Information Technology Representative (designated by Assistant Vice Chancellor/Chief  
Information Officer)  
Delgado River City Site Faculty Representative  
Two (2) Delgado River City Site students  
Student Affairs representative (designated by Vice Chancellor for Student Affairs)



**Distance Learning and Technology STEP Committee\*\***

*(\*\*For the purposes of this policy, the Distance Learning and Instructional Technology STEP Committee serves as a Campus/Site Committee for STEP fund allocations generated from online courses, and the Dean of Distance Learning and Instructional Technology serves as the Committee Chair.)*

- Dean, Distance Learning and Technology
- All College-wide Academic Division Deans (except for Nursing Division, which has separate Campus STEP Committee)
- Information Technology Representative (designated by Assistant Vice Chancellor/ Chief Information Officer)
- Two (2) Delgado Online Faculty Representatives
- Two (2) Delgado Online students
- Student Affairs representative (designated by Vice Chancellor for Student Affairs)

**Offsite STEP Committee\*\*\***

*(\*\*\*For the purposes of this policy, the Offsite STEP Committee serves as a Campus/Site Committee for STEP fund allocations generated from courses taught at locations other than a Delgado campus or site, including but not limited to dual enrollment courses.) The Chair of the STEP Council will serve as the Committee Chair.)*

- Chair, STEP Council
- Dean, Distance Learning and Technology
- One Academic Dean (designated by the Vice Chancellor for Academic Affairs)
- Information Technology Representative (designated by Assistant Vice Chancellor/ Chief Information Officer)
- One Delgado Offsite Faculty Representative
- Two (2) Delgado Offsite students
- Student Affairs representative (designated by Vice Chancellor for Student Affairs)

C. **Division Committees** *(Review and recommend division proposals to the appropriate Campus/Site STEP Committee)*

- Division Dean of the academic division
- Three (3) division faculty representatives
- Two (2) students majoring in that division
- Student Affairs representative (designated by Vice Chancellor for Student Affairs)

D. **College Committee** *(Reviews and selects college-wide proposals)*

- Chair, STEP Council
- Assistant Vice Chancellor/ Chief Information Officer
- Dean, Distance Learning and Instructional Technology
- Faculty Senate President/Representative
- One student representative from each of the Campus/Site Committees who served on STEP Council
- Student Affairs representative (designated by Vice Chancellor for Student Affairs)

11. **Cancellation**

This policy and procedures memorandum cancels SA-1837.1A, *Student Technology Enhancement Program (STEP) Fee Proposals*, dated June 16, 2009.

*Reference:*

[College-wide SGA Meeting Minutes Regarding STEP Fund Allocations, February 15, 2008](#)

*Review Process:*

STEP Council 1/16/10

Academic Affairs Council 4/16/10

Student Affairs Directors/ Student Affairs Council 5/28/10

College Council 6/15/10

Title/Legislative Update per Act 521 2010 La. Regular Legislative Session 8/1/11

Vice Chancellor for Student Affairs Approval – Procedural/Title Update 9/27/13

Vice Chancellor for Student Affairs Approval – Procedural/Title Update 9/22/14

Vice Chancellor for Student Affairs Approval – Procedural/Title Update 9/28/17

Vice Chancellor for Student Affairs Approval – Procedural/Title Update 2/26/19

*Distribution:*

Distributed Electronically Via College's Website

*Attachments:*

Attachment A- [Proposal for Use of Student Technology Enhancement Program \(STEP\) Fee](#) (Form 1837/001)

Attachment B- [Student Technology Enhancement Program \(STEP\) Proposal Eligibility Form](#) (Form 1837/002)