

Student Technology Fee  
Grant Proposal Request Form  
Fiscal Year 2011-12  
Northwestern State University of Louisiana

FF 2012.004  
G.#3  
66.6

**ALL BLANKS MUST BE FILLED COMPLETELY**

5-27603

Prepared by: Abbie Landry For: Symposiums to Improve Library Instruction

Department/Unit: University Libraries College: N/A Campus: Natchitoches, Shreveport, Leesville/Ft. Polk

Which NSTEP Goals/Objectives does this project meet? 1, 2, 7

Requested equipment will be located/installed/housed? Building: Watson Library Rooms: 115, 108H, Shreveport Nursing Library room 101, and Leesville/Ft. Polk Library room 022A

Does the department requesting funding receive lab fees? (circle one) NO

Are department property policies and procedures in place for requested equipment? Yes

Which individual will be responsible for property control of the requested equipment?

Signature: Abbie Landry Date: 10/19/2011

Proposal Requested Amount \$12,128.00 Budget Attached (circle one): YES

Proposal delivered to Student Technology located in Watson Library, Room 113. Date 10/19/2011

**The proposal must include all specifications, description, model number, quotation, cost, state contract number, and vendor for each item. If the proposal does not include all requested information, it will be returned to requestor.**

- |   |
|---|
| <p>1. Describe target audience.<br/>All NSU students from freshmen to graduate students. This equipment will be used in Orientation 1010 all the way up to 5000 level research classes.</p>   |
| <p>2. Describe project/initiative for which you are requesting funds.<br/>Library faculty and staff at all three library campuses teach information literacy to Orientation 1010 and subject classes as requested by the instructors. At the present time, this consists of using a computer with internet access and a projector. When doing online examples, some students have difficulty seeing what the librarian is describing by just using the cursor to point it out. By using the symposium software, screen, and pen, the librarian can circle, draw arrows, and underline call numbers, author's names, search boxes, computer buttons, thesauri, etc. to enable students to readily see what the instructor is talking about and where it is in the screen. This will greatly improve library instruction by allowing the librarian to adjust on the fly based</p> |

on questions asked by students or when the librarian observes confusion among the students in the class. Unlike PowerPoint, which must be done in advance, this allows the librarian to make the point at the exact teaching moment. The equipment/software requested is the Creative Presentations Symposium Widescreen Interactive Display, referred to as Symposiums within this grant.

3. State measurable objectives that will be used to determine the impact/effectiveness of the project.

Students will be able to identify parts of bibliographic citations  
Students will be available to identify and use search boxes and result limiters  
Students will be available to identify the information on result screens

4. Indicate how each project objective will be evaluated.

Currently, library instruction is evaluated by feedback from the teacher requesting the class and brief point of use questions in selected classes. When discussing results with the teacher, the librarians will specifically ask about using the Symposium and how effective it was in the later class assignment. Also, this will be included in the point of use questions in selected classes. The points of use questions are reported in an evaluation folder on the LINUS/Watson drive.

5. If funded, which NSTEP <http://www.nsula.edu/nstep/NSTEP.pdf> objective(s) will this funding of this project advance? How will funding of the project advance the University and College/unit technology plan?

1. Improve access to technology by students, faculty, and staff at Northwestern State University. Library Instruction is the main vehicle to teach students to use library resources, especially online databases, ebooks, and ejournals. The introduction of Symposiums to instructional delivery will help students understand how to use these resources and interpret results.

2. To provide classrooms with updated technology and multimedia.

Currently, the library faculty and staff, teaching information literacy use a computer with internet access and a projector. The introduction of Symposiums will allow the librarian to better illustrate and explain how to use library resources.

7. To encourage technology initiatives by faculty, staff, and students.

By improving the delivery of instruction, students will be better equipped to understand, utilize, and evaluate library resources. This should, in turn, enable them to produce better research.

Information Literacy/Library Instruction is one of the primary responsibilities of the library. The effective use of technology for instruction is a library goal

6. Provide a justification for funding of this project. Estimate the number of student that will be served per academic year and in what ways. Please indicate also any unique needs of the target group.

To purchase four Symposiums will cost \$12,128.00. (\$3,032.00 each for a total of \$12,128.00) A Symposium will go to the Shreveport Nursing Library, one to the Leesville/Ft. Polk library, and one each to the two main instructional areas of Watson Library. Last year (2010-11) all three campuses taught 142 subject classes and 40 Orientation 1010 classes to 3,845 NSU students. This is one third of the total enrollment. (According to the NSU Factbook 2010-11, the enrollment in Fall 2010 was 9,244.) Based on these figures, one out of three NSU students would be helped by improved library instruction. The better students understand and use library resources, the better they will do on their research papers and projects.

*fish  
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receive  
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from  
surplus  
(Fount)*

For many NSU students and especially our incoming freshman, they have very poor library skills. This comes from a number of reasons ranging from understaffed or no school libraries to a lack of exposure to the depth and types of library resources currently available. They also come to school lacking rudimentary understanding of libraries down to the level of not knowing the difference between a book and a journal. The more effective the librarians can teach information literacy to NSU students the better the student can use library resources both for course work and lifelong learning.

7. List those individuals who will be responsible for the implementation of the project/initiative and indicate their demonstrated abilities to accomplish the objectives of the project.

The library faculty and staff who will be responsible for integrating the Sympodiums into their teaching are Abbie Landry, director of libraries, Gail Kwak, head of reference, Elizabeth Graves, head of technical processes, Paula Craig head of the Shreveport Nursing Center Library, and Anna MacDonald, head of the Leesville Ft. Polk library.

Abbie Landry has been performing library instruction for 30 years and has on numerous occasions been Coordinator of Library Instruction

Gail Kwak is head of reference and acting coordinator of library instruction

Elizabeth Graves is a former high school teacher and has been conducting library instruction at NSU for three years

Paula Craig does all the library instruction at the Shreveport Nursing School Library

Anna MacDonald is responsible for all the library instruction at Ft.Polk/Leesville

All five use computers, internet, projectors and PowerPoint in library instruction.

8. Describe any personnel (technical or otherwise) required to support the project/initiative. A technical person will be needed to install the software and equipment onto the library computers. (Since Sympodiums are used on campus, this should not require new skills)

9. Provide a schedule for implementation and evaluation.

Spring 2012-Order and install software and equipment

Summer 2012-Librarians will learn to use the equipment and plan how to integrate and use sympodiums in library instruction

Fall 2012-Begin using sympodiums in library instruction classes and evaluate effectiveness.

10. Estimate the expected life of hardware and software. Explain any anticipated equipment/software upgrades during the next five years.

The average lifespan of computer equipment is five years. The only anticipated software upgrades will be those supplied by the company.

11. Explain in detail a plan and policy that will be in place to ensure property security/controls for any equipment received through a Student Technology Fee.

If you are requesting equipment that will be either/or checkout to students or moved within the department, you must provide a checkout/loan policy.

All the Sympodiums will be installed on existing computers. At Watson, they will be in classrooms, which are either kept locked when not in use or are in secure and monitored locations. For Shreveport and Leesville, the library instruction computers and projectors are kept in locked areas except when in use. The Sympodiums will be as secure as the computers they are attached to and no equipment has ever gone missing from these locations.

This equipment will be used only by librarians and will not be available for circulation.

12. Does the department that is requesting equipment receive lab fees? If so, please provide a justification for requesting funds from tech fee funds over using lab fees from your department.

Watson Library does not directly receive tech fee funds. Tech fees supplies unified workstations and computer lab instructional equipment, but does not provide money for the library to purchase equipment except through grants.

13. Attach a detailed budget.

Since this is specific equipment/software request the budget is the quote from the state contract information.

Attach two (2) letters of support for the project from the following individuals: the requesting department's Dean, the appropriate Vice President (for non-academic units), or the SGA President from the requesting campus (for student requests).

Student Technology Fee Grant Proposal Checklist:

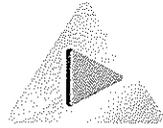
Is all information requested provided (items 1 – 13)?

Is a detailed budget attached?

Is all specifications, description, model number, quotation, cost, state contract number, and vendor provided for each item?

Are your two (2) letters of support attached?

N/A If equipment is to be checked-out/loaned, is your policy attached?



**summit**  
INTEGRATION SYSTEMS

Date: 10/6/2011  
To: Jennifer Long/NSU  
Phone:

From: Scott Albarado (scotta@creativepres.com)  
Re: **Smart Sympodiums Quote**

<u>Qty</u>	<u>Description</u>	<u>Line #</u>	<u>*Unit Price</u>	<u>*Total Price</u>
4	Creative Presentations - CPI-SMT-ID422W-Sympodium Widescreen Interactive Display, 22"	02180	\$ 3,032.00	\$12,128.00

3639 Ambassador Caffery Pkwy, Suite 402, Lafayette, LA 70503  
Phone (337) 406-0480 Toll Free (877) 406-0480 Fax (337) 406-0760  
Corporate Office  
Phone (800) 4442480 Fax (504) 454-9535



A Member of the University  
of Louisiana System

**NORTHWESTERN STATE  
University of Louisiana**

Natchitoches, LA 71497

Office of the Provost  
Vice President of Academic and Student Affairs

Telephone (318) 357-5361  
FAX (318) 357-4517  
www.nsula.edu

October 18, 2011

Dear Student Technology Fee Grant Committee Members:

I am writing in support of the grant request for four Creative Presentations Symposium Widescreen Interactive Displays for Northwestern State University's three libraries. The author of the grant is director of libraries, Abbie Landry. Ms. Landry has been teaching information literacy classes for 30 years and at different times during her tenure, she has been coordinator of library instruction at the library.

In my position as Provost and Vice-President of Academic and Student Affairs, I believe that a strong information literacy program is vital for our students at all levels. It is essential that our students are able to locate, analyze, and evaluate information and one of the best ways for them to learn to do this is through using library resources. We must give our librarians the tools they need to succeed at this important task.

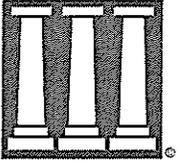
I also know that creative use of technology can enhance instruction and that the addition of these interactive displays will make teaching information literacy easier for the instructors and learning about library resources better for the students.

I know that the librarians at all three campuses are dedicated to information literacy and will embrace integrating this technology into their instruction.

Warmest regards,

A handwritten signature in cursive script that reads "Lisa Abney".

Lisa Abney, Ph.D.  
Provost and Vice President  
Academic and Student Affairs



# NORTHWESTERN STATE

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October 18, 2011

Louisiana  
Scholars' College  
318-357-4577

School of  
Creative and  
Performing Arts  
318-357-4522

Department of  
Criminal Justice,  
History and  
Social Sciences  
318-357-6967

Department of  
Social Work  
318-357-5493

Department of  
Language and  
Communication  
318-357-6272

Department of  
Psychology  
318-357-6594

## Student Technology Fee Grant Committee

I am writing in recommendation of the Student Technology Fee grant authored by Abbie Landry, director of libraries to purchase four Creative Presentations Symposium Widescreen Interactive Displays. I know she and the other librarians have worked very hard to develop a strong library instruction program and believe the inclusion of this instructional technology will enhance their work.

In working with students, I have found their library skills range from adequate to non existent and believe that anything we can do as an institution to improve our students ability to access and evaluate information will make them better students and eventually better employees.

I have worked with Ms. Landry many years and she provides library instruction for my graduate level research education class. I find that this instruction benefits my students in their research and I support this technology, which will improve library instruction.

Sincerely,

Steven G. Horton, Ph.D.  
Vice Provost and Dean  
Professor of Education