

Student Technology Fee

Grant Proposal

2011.012

2010-11

Tracy Brown



Comment:

none / need to coordinate power ~~cost~~ cost

with
physical
plant

Alan Henry

Comment:

Gary Gatch

Comment:

Mike McDonald

Comment:

Dale Martin

Comment:

Student Technology Fee
Grant Proposal Request Form
Fiscal Year 2010-11
Northwestern State University of Louisiana

2011.012
FF
GT#1

ALL BLANKS MUST BE FILLED COMPLETELY

Prepared by: Donald F. Barker and Frances I. Welch For: Student Support Services
Student Support
Department/Unit: Services College: Student Affairs Campus: Natchitoches

Which NSTEP Goals/Objectives does this project meet? 1 and 3 and 2

Requested equipment will be located/installed/housed? Building Kyser Room 243-B

Does the department requesting funding receive lab fees? (circle one) YES/ 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: Donald F. Barker, Jr. Date: 10/28/2010

Proposal Requested Amount: \$ 7,625.00 Budget Attached (circle one): YES/NO

Proposal delivered to Student Technology located in Watson Library, Room 113. Date 10/28/2010

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.

1. Describe target audience. <u>SEE ATTACHMENT</u>
2. Describe project/initiative for which you are requesting funds.
3. State measurable objectives that will be used to determine the impact/effectiveness of the project.

1. Describe target audience.

- Two hundred and seventy (270) Northwestern undergraduates who are:
- First generation (defined as neither parent completing a bachelor's degree);
 - low income and/or
 - disabled.

2. Describe project/initiative for which you are requesting funds.

A Basic WallPlate Classroom (electric screen and widescreen projector) in the computer lab for Student Support Services students. The Student Support Services (SSS) project provides a variety of academic and student services to 270 students. Many of these services are delivered in the form of workshops, training sessions and classroom instruction with the goal of providing access to technology and promoting student success. This new equipment for the computer lab will be used to enhance instruction, workshops, presentations and programming.

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

- Impact:**
1. 60 – 80 first year students will receive instruction in Microsoft Word, Microsoft PowerPoint, email usage, Blackboard/Moodle and internet research.
 2. Over 50% of the 270 SSS students will utilize this computer lab 10 times or more each semester.
- Effectiveness:**
3. Retention – 78% of all SSS students will continue in college.
 - 4 . Good Academic Standing – 88% of all SSS Students will be in good academic standing each year
 5. Graduation – 40% of all SSS entering freshmen will graduate within 6 years.

4. Indicate how each project objective will be evaluated.

- Data will be collected and reported from the electronic and manual sign-in reports currently being utilized by SSS. Staff will review data to determine if Objectives 1 and 2 have been met.
- Objectives 3, 4 and 5 will be determined by reports received from the NSU Office of Institutional Research. The SSS staff will review data to determine if objectives have been met and if modifications are needed.



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?

According to the NSTEP this funding will meet the following objectives: 1, 2, and 3

Objective 1 – To improve access to technology by students, faculty, and staff at Northwestern State University.

Objective 2 – To provide classrooms with updated technology and multimedia.

Objective 3 – To upgrade laboratories with modern technology.

This funding will advance the University technology plan by providing students with more updated equipment in order to promote student success. It will also contribute to a better learning environment.

6. Provide a justification for funding of this project. Estimate the number of students that will be served per academic year and in what ways. Please indicate also any unique needs of the target group.
1. All SSS students will have access to this computer lab and the updated equipment will assist the SSS Staff in offering assistance and workshops in the following:
 - Access to Blackboard/Moodle
 - Assistance with advising and registration
 - Instruction in Microsoft Office Word, PowerPoint and Excel
 - Financial Literacy
 - Internet Research
 2. 60 – 80 First Year students will receive technology training using the new equipment in the designated SSS lab.
 3. Unique Needs: First generation, low income students typically come from homes and school districts with limited access to and training in technology. By updating the SSS computer lab, SSS staff will be able to improve instruction and assistance to the served population.

- 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.**

Donald F. Barker, Director;
Frances I. Welch, Assistant Director/Counselor, Advisor/Instructor; Jamie Flanagan, Advisor/Instructor;
Denise Garland, Advisor/Instructor.

Each of them have a Master's degree and serve as instructors of the ACSK1010, ACSK1020, OR1030 and IDS2000 courses. All have received training on Microsoft applications, as well as Blackboard and Moodle in order to provide assistance for the students.

- 8. Describe any personnel (technical or otherwise) required to support the project/initiative.**

Support personnel will be required to set up the electronic screen and wide screen projector. A technician will be needed to provide occasional support.

- 9. Provide a schedule for implementation and evaluation.**

November – Receive notification of funding for equipment
December – Equipment Ordered
January – Receive and set up equipment
May – Evaluate usage of the updated lab.

Upon installation, SSS personnel will have immediate access to the new equipment. This lab is open Monday – Friday, 7:00 am – 5:00 pm with extended, supervised hours upon request. Evaluation of the data for the 5 objectives will be collected and evaluated at the end of each semester.

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

The estimated life expectancy of the equipment is 5 years. Upgrades will be necessary as technology advances and changes occur in the student population.

- 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 checked out to students or moved within the department, you must provide a checkout/loan policy.**

All Northwestern students utilizing the lab and equipment in the lab must be SSS students. All must sign in/out at the lab's front desk. A desk worker observes student behavior and reports problems to the professional staff, per the

established policies and procedures. Staff regularly monitor the computer lab. When there is no desk worker present, the lab is locked.

Equipment will not be checked out or loaned to students, nor will it be moved within the department.

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

The Student Support Services Department does not receive lab fees.

- 13. Attach a detailed budget.**

See attached budget and quotes.

Student Technology Fee Grant Proposal Checklist:

- Is all information requested provided (items 1 – 13)?
- Is a detailed budget attached?
- Is all specifications, descriptions, model numbers, quotation, cost, state contract number, and vendor provided for each item?
- Are your two (2) letters of support attached?
- If equipment is to be checked-out/loaned, is your policy attached?

DETAILED BUDGET

<u>Item Number</u>	<u>Qty</u>	<u>Description</u>	<u>Price</u>	<u>Total</u>
104H	1	Basic WallPlate Classroom: <i>Includes 3500 lumens widescreen projector, electric screen, A/V WallPlate, Basic Wall Control Panel, cabling/connectors, and miscellaneous items needed, all installation and programming.</i>	\$7,625	\$7,625

Creative Presentations

Visual Communications Made Simple

Date: 12/15/2010
 To: Jennifer Long/NSU
 Phone:

From: Scott Albarado (scotta@creativepres.com)
 Re: **Basic Wall Plate Classroom**

527556

<u>Qty</u>	<u>Description</u>	<u>Line #</u>	<u>*Unit Price</u>	<u>*Total Price</u>	
State Contract #406245					
1	Creative Presentations - CPI-SHE-PGD3750- Projector, WXGA 1280 x 800, 3700 Lumens	01132	\$ 1,906.67	\$1,906.67	7280
1	Creative Presentations-CPI-Mount5- Mount for Display Device (Projector Ceiling Mounting Kit)	03167	\$ 373.33	\$373.33	7282
1	Creative Presentations - CPI-SCREEN14- Computer Projection Screen (Wall Mounted Electric Screen w/LVC)	02153	\$ 1,096.21	\$1,096.21	7280
1	Creative Presentations - CPI-EXT-60-1005-02-MLC 62 RS D Controller	03561	\$ 507.24	\$507.24	7282
30	Creative Presentations-CPI-PC-INT- Interconnect Cables & Connectors	03219	\$ 35.00	\$1,050.00	7282
1	Creative Presentations - CPI-WARR1 - One year extended warranty	05008	\$ 533.33	\$533.33	7282
16	Creative Presentations Onsite Installation / troubleshooting / Project Management, Programming & System Testing	99777	\$ 120.00	<u>\$1,920.00</u>	7282
Total				\$7,386.78	

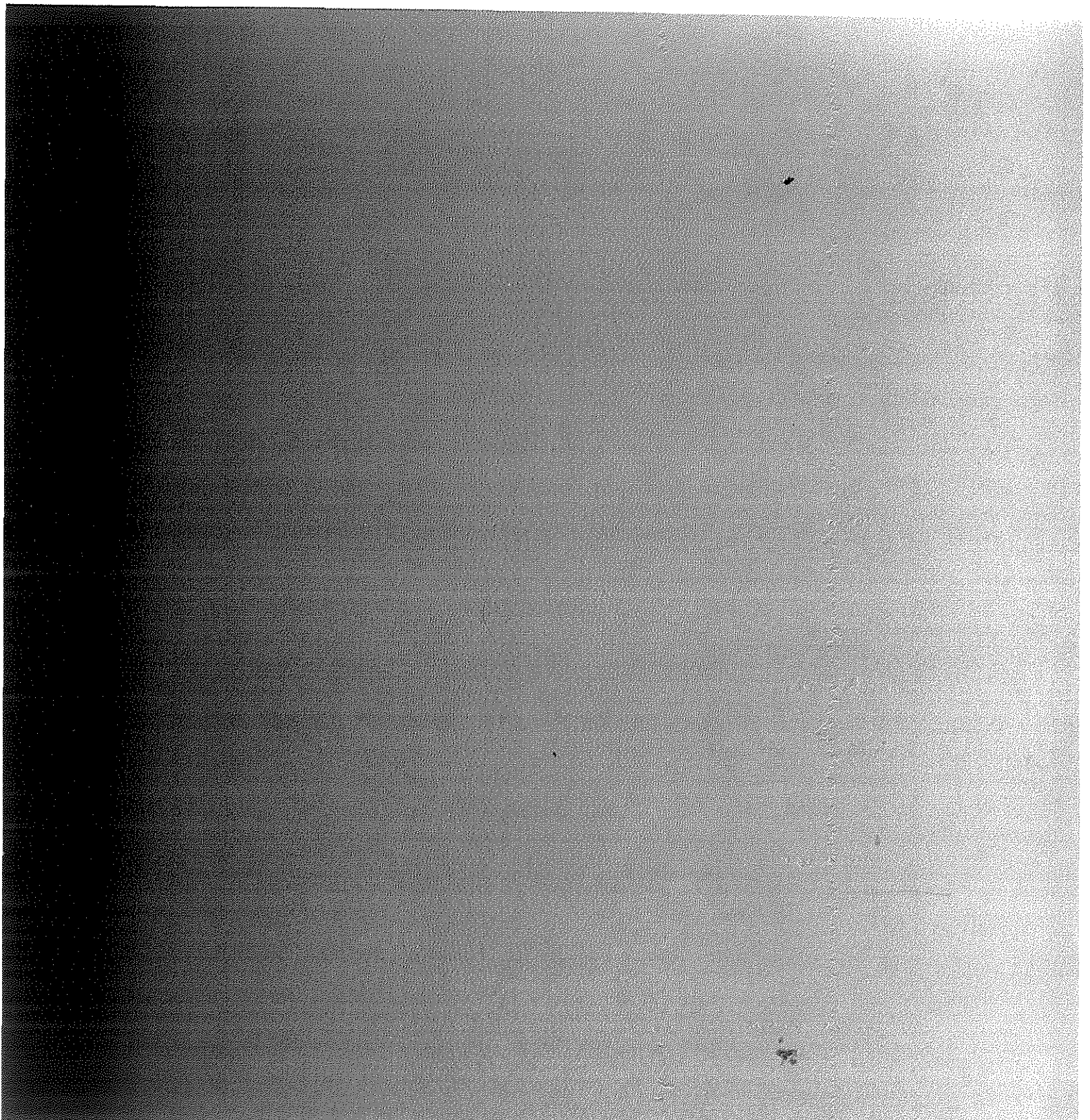
3639 Ambassador Caffery Pkwy, Suite 402, Lafayette, LA 70503
 Phone (337) 406-0480 Toll Free (877) 406-0480 Fax (337) 406-0760
 Corporate Office
 Phone (800) 4442480 Fax (504) 454-9535

1

#104H -Basic WallPlate Classroom: includes 3500 lumens widescreen projector, electric screen, A/V WallPlate, Basic Wall Control Panel, cabling/connectors, a miscellaneous items needed, all installation and programming

\$ 7,625.00

\$7,625.00





Provost & Vice President for Academic Affairs


Telephone (318) 357-5361
FAX (318) 357-4517
E-mail vpan@nsula.edu
www.nsula.edu/provost/

Northwestern State University
Natchitoches, Louisiana 71497

A Member of the University
of Louisiana System

October 28, 2010

TO: Jennifer Long-Martin
Coordinator, Student Technology

FROM:  Dr. Lisa Abney, Vice-President of Academic and Student Affairs and Provost

RE: Letter of Support for The Student Technology grant for Student Support Services

I am writing to endorse the Student Technology Grant request submitted by the Student Support Services Department. This department is a part of the Division of Student Affairs.

The funding provided by this grant will be used to upgrade the lab and existing technologies where students learn the fundamentals of computer use to enhance their academic experience. Students are instructed in word processing, internet research, Power Point presentations, as well as the use of Blackboard and Moodle. The new equipment also will be used to enhance workshops and presentations given by SSS personnel.

Student Support Services serves the most disadvantaged group of students at Northwestern. Over half of the students served by this program have used the existing Computer Lab, with most of them being repeat users. The current lab has contributed to the program's excellent retention and six-year college graduation rate. This new technology will enhance their efforts to retain and graduate even more students, a priority under the new GRAD Act.

I appreciate your consideration of the Student Technology Grant proposal by Student Support Services.



NORTHWESTERN STATE
University of Louisiana

Sylvan Friedman Student Union
Natchitoches, LA 71497

Dean of Students
Assistant Provost for Student Success

Telephone (318) 357-5286
Fax (318) 357-6325

October 28, 2010

TO: Jennifer Long-Martin
Coordinator, Student Technology

FROM: Dr. Chris Maggio, Dean of Students &
Assistant Provost

RE: Letter of Support for Student Support Services

A handwritten signature in cursive script that reads "Chris Maggio".

I am endorsing the grant application for Student Support Services (SSS) to receive a Student Technology Fee equipment grant for the purpose of enhancing their computer lab with a widescreen projector and electric screen.

Student Support Services provides almost 300 low income, first generation, and/or disabled students with intensive and intrusive academic and student services. During the 2009-2010 academic year, the current SSS Computer Lab served over half of these SSS project students with over 1,000 recorded uses. SSS instructors taught over 70 first year students the basics of word processing, Power Point presentations, use of Blackboard, and internet research as part of assisting students from disadvantaged backgrounds to learn the fundamentals of computer use to enhance their academic experience.

This technology grant will also provide a component of the continued financial commitment and support of the University to the Student Support Services program.

Thank you for your consideration.