

Student Technology Fee

Grant Proposal

2009.001

2008-09

~~Tabbed~~  
FF

Tracy Brown

Approved

Denied

Comment: \_\_\_\_\_

✓ Diana Hamilton

Approved

Denied

Comment: \_\_\_\_\_

Gary Gatch

Approved

Denied

Comment: \_\_\_\_\_

*mwm* Mike McDonald

Approved

Denied

Comment: \_\_\_\_\_

Dale Martin

Approved

Denied

Comment:  \_\_\_\_\_

Student Technology Fee  
Grant Proposal Request Form  
Fiscal Year 2008-09

FX

Committee # 2  
2009.001

Northwestern State University of Louisiana

#1

**ALL BLANKS MUST BE FILLED COMPLETELY**

Prepared by: Dr. Pat Pierson For: FACS Dept.

Department/Unit: FACS College: Science & Technology Campus: Natchitoches

Which NSTEP Goals/Objectives does this project meet? NSTEP Objective #2

Requested equipment will be located/installed/housed? Building #44-FACS Rooms #117  
#146  
#228

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: *Pat Pierson* Date: 10/9/08

Grant Proposal Requested Amount: \$ 158.76 Budget Attached (circle one): YES/NO

Grant delivered to Student Technology located in Watson Library, Room 113. Date 10/9/08

**The grant 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.

All students taking classes in classrooms #117, #146, and #228 in FACS Bldg.

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

Install Microsoft Office 2007 on 3 symposiums in the above stated classrooms.

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

Students doing presentations using PowerPoint 2007, Excel 2007, etc. will now be able to open up their presentations once the new software is installed. This will result in 100% of students being able to complete their projects.

4. Indicate how each project objective will be evaluated.

If updated technology and multimedia are provided in these classrooms, then the objective will be achieved and thus evaluated favorably.

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?

NSTEP Objective #2: To provide classrooms with updated technology and multimedia.

If funded, the project will align perfectly with the S & T Technology of providing upgraded software.

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.

Students need access to the latest technology to enhance learning. Since classes are held in these three classrooms throughout each week, approximately 3,000 students per academic year would be a conservative estimate for students served.

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.

Department Head and faculty members

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

Jennifer Martin/ Alfred

9. Provide a schedule for implementation and evaluation.

Spring semester, 2009

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

Three-five years

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.

Symposiums remained locked in classrooms.

12. Detailed budget include all specs, pricing and vendors. Any incomplete proposal will be returned.

See attached quote: \$52.92 Office Standard 200

x3 symposiums

\$158.76

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).

# Northwestern State University

Natchitoches, LA 71497

Purchase Order No. \_\_\_\_\_

## REQUEST FOR PURCHASE ORDER

**Vendor**

Name Software House International  
 Address 7485 Elliot Road  
 City Baton Rouge St LA ZIP 70817  
 Phone 225-755-6947

**Ship To**

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ St \_\_\_\_\_ ZIP \_\_\_\_\_  
 Phone \_\_\_\_\_

QTY	LINE	DESCRIPTION	EACH	TOTAL
1		Office Professional Plus 2007 All Lng MVL Part Number: 79P-01195 Product Type: Standard	\$52.92	\$52.92
		ACADEMIC MASTER ENROLLMENT # 5194538 LAICU ENROLLMENT# 9546959		

**Payment Details**

- Check
- Cash
- Account No.
- Credit Card

Name \_\_\_\_\_  
 CC # \_\_\_\_\_  
 Exp Date \_\_\_\_\_

**Shipping Date**

\_\_\_\_\_

SubTotal	\$52.92
Shipping & Handling	
Taxes State	
<b>TOTAL</b>	<b>\$52.92</b>

**Approval**

\_\_\_\_\_

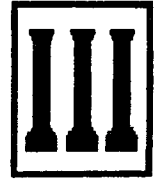
Date \_\_\_\_\_  
 Order No \_\_\_\_\_  
 Sales Rep Laurie Conrad  
 Ship Via \_\_\_\_\_

**Notes/Remarks**

\_\_\_\_\_



**DEPARTMENT OF FAMILY & CONSUMER SCIENCES**  
**COLLEGE OF SCIENCE & TECHNOLOGY**



October 3, 2008

NSTEP Student Technology Grant Committee  
Northwestern State University  
Natchitoches, LA 71497

Dear Sirs:

It gives me great pleasure to lend support to the enclosed grant request for adding **Microsoft Office 2007** to three classroom symposiums which are located in the Family and Consumer Sciences Building.

This technology will be used by many students which take classes daily in each of these three classrooms. Upgraded software and other technology will provide educational experiences for our students which is a worthy and much-needed investment of student technology fees at Northwestern.

As Dean of the College of Science and Technology I wholeheartedly support this grant endeavor as an appropriate use of instructional technology funds. This software upgrade will help educate our students, providing necessary technology skills in the work world of the 21<sup>st</sup> century.

I commend those involved with this grant initiative and if I can be of assistance, please do not hesitate to contact me.

Sincerely,

Austin Temple, Dean  
College of Science and Technology