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prio. #2
Committee # 1

Student Technology Fee Grant Funding Request Form
Northwestern State University of Louisiana

2006.005

Proposal Number

Prepared by: Gail Kwak Department Reference

College or Unit: Libraries Campus: Natchitoches

Information Systems review by _____ Date _____

1. Describe target audience. (0 points)

Northwestern State University students participating in library instruction and in other presentations and activities held in the library's Student/Faculty Reading Room. These services are available to all NSU students in all departments of the university.

2. Describe project/initiative for which you are requesting funds. (10 points)

The objective of this initiative is to increase instructional space in Watson library by adding a computer and projector to the area of the Student-Faculty Reading Room reserved for presentations and other instructional/training activities.

The Watson library instructional team will be able to use this equipment and area to provide valuable library instruction sessions to NSU students preparing them for research and other academic projects. Library instruction is a vital part of the instructional process and provides students with the tools to become life-long learners.

In addition to this, this area will be available to student and other groups wishing to do presentations or other events open to the NSU community. Individual students and small groups will also have access by appointment to this area for run-throughs of class projects involving PowerPoint and other similar activities.

3. State measurable objectives that will be used to determine the impact/effectiveness of the project. (10 points)

There will be an increase in the number of students participating in library instruction. The library maintains statistics on the number of students and library instruction sessions taking place in the library each year. Last year 3558 students participated in library instruction sessions at Watson library.

Also, more students and student groups will make use of the facility for non-library instruction purposes. The Reading Room Coordinator will document this use of the facility.

4. Indicate how each project objective will be evaluated. (10 points)

An increase in the number of library instruction sessions conducted in the library will be an indicator of the success of this project as will the number of student groups and classes using the facility for other reasons. Library staff will also collect anecdotal evidence and conduct student a satisfaction focus group.

5. Provide a justification for funding of the 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. (10 points)

Last year Watson librarians provided library instruction to a total of 3558 students in 131 classes. This is a significant portion of the NSU student body. Since the number of students participating in organized library instruction increases each year, the addition of this secondary instructional area would allow the library to serve even more NSU students.

Students participating in library instruction are those whose professors place a high value on information literacy and the students' ability to manage large research projects. Since Northwestern State University now has selective admissions, the quality of students is higher as are the faculty's expectations of these students and their academic abilities. Research and information literacy skills are necessary for academic success, and this instructional space will increase the Watson librarians' ability to provide quality library instruction.

In addition to formal library instruction, this space will be available to student groups wishing to use this area for presentations and other activities of interest to the NSU community. Classes or other groups will also have access to this facility on a by-appointment basis for class activities, run-throughs of PowerPoint presentations, and other related activities.

Addition of this classroom will provide a more student-centered and student-available instruction space and climate in the library.

6. How will funding of the project advance the University and College / unit technology plan? Which NSTEP objective/s will this funding benefit? (15 points)

This project supports NSTEP Objective 1 by making more technology available to all students particularly those participating in organized library instruction and in other planned activities held in the library.

This project supports NSTEP Objective 2 by creating a classroom environment in which technology can be used for instructional purposes. It also creates an environment in which students can use technology to further their own educational goals.

This project supports NSTEP Objective 3 by providing students with a technology-rich learning environment.

This project supports NSTEP Objective 8 by helping students develop the skills necessary to do high-quality research and think creatively.

The Watson Library technology plan, written in January 2005, calls for improvement in student learning and scholarship through technology.

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. (0 points)

Student technology staff – Jennifer Long and Alfred Ehlers – will order the equipment as soon as money is available. Alfred Ehlers and his assistants will set up and install the equipment as time permits.

8. Describe any personnel (technical or otherwise) required to support the project/initiative. (5 points)

Watson librarians will provide library instruction in the area and the Reading Room Coordinator, Mrs. Jacqueline Hawkins, will handle scheduling the area.

9. Provide a schedule for implementation and evaluation. (5 points)

As soon as money is available, Student Technology staff will order the equipment.

As soon as time permits, Student Technology staff will program and install the equipment. This is a small project and will only take about an hour of time.

Over the course of the year, the Library Instruction Coordinator will maintain statistics on the number of classes held and students taught in the area. Beginning upon implementation, the Library Instruction Coordinator will gather anecdotal data on student and faculty satisfaction with the improved technology.

The Reading Room Coordinator will maintain records on the number of students and organizations using the facility for other presentations or for class work.

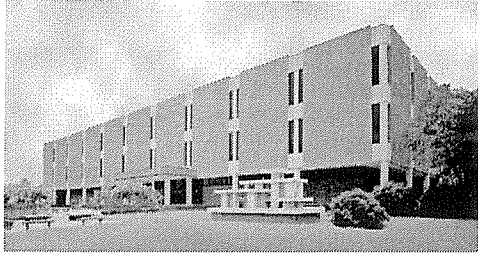
10. Estimate the expected life of hardware and software. Explain any anticipated equipment/software upgrades during the next five years. (0 points)

Equipment should not need to be replaced for approximately 5 years. MS Office software may need to be upgraded before then, but that cost is minimal.

11. Explain in detail a plan and policy that will be in place to ensure property security/controls for any equipment received. Equipment will not be purchased until an acceptable policy is in place to ensure equipment security. (15 points)

Computer and projector will be stored in a locked area adjacent to the Reading Room Coordinator's office. The Reading Room is staffed all the hours that it is open.

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| 12. Attach a detailed budget, including: specs., description, cost, state contract number, and vendor for each item; cost of outside support personnel; and a description of how the proposal will support University/College/unit resources (i.e., cash match, funds from other sources, or reallocation of existing hardware/software or other equipment). (20 points) |
| 13. Attach a letter of support for the project signed by the requesting unit's Dean, the appropriate Vice President (for non-academic units), or the SGA President from the requesting campus (for student requests). (0 points) |



NORTHWESTERN STATE UNIVERSITY OF LOUISIANA
A Member of the University of Louisiana System

Eugene P. Watson Memorial Library
Natchitoches, LA 71497

(318) 357-4403 Phone
(318) 357-4470 Fax

October 20, 2005

To Whom It May Concern:


Every year, the Watson Library teaches students how to search and evaluate information through library orientations, workshops, and reference service. Our library instruction program assists students in developing their research, and saves them valuable time by providing effective and useful library skills. Students who are not given the opportunity to participate in our library instruction program frequently have enormous difficulty in finding valuable information which enhances their academic performance. The NSU librarians are endeavoring to reinvent Watson as a place where students can fully realize their potential as participants in a campus-wide learning community.

As the judges of this grant application, you are aware that Northwestern State University is chronically under funded by the University of Louisiana system. In fact, NSU is only funded at 62% of its capacity. Classroom and meeting space is extremely scarce. As a result, the Watson Library uses the second floor student/ faculty lounge as a library instruction area for classes with enrollments over twenty-five students. The equipment we use for these classes is totally inadequate. Recently, our six-year old instructor's computer failed to boot-up, and it was recommended that we surplus it. Our projector is too small for the purpose of teaching large classes, and shines only a dim image on the wall.

In 2004, over 3500 students used our library instruction service. As class enrollments increase, more and more students will be using the second floor lounge as an instruction space. Presently, students must either sit very close to the wall or squint to follow the instructor's presentation. Of course, the usual class size is over thirty students, ten of whom may be able to watch the presentation while the other twenty must crane their necks forward and hope for the best.

By approving this grant application, you will be providing your fellow students the educational technology they deserve. The mission of the Watson Library is to teach all students to become confident researchers who can expertly search, evaluate, and integrate information. We hope that you can help the Watson Library accomplish its mission as a center for teaching on the Natchitoches campus, one that is expressly focused on the student's information needs.

Cordially,



Fleming Thomas
Director of Libraries

Budget (See attached for specifications)

1 Computer (see attached for specs)	\$1,085.09
1 Projector (see attached for specs)	\$1113.00
1 MS Office License	<u>\$51.28</u>
Total	\$2249.37



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1 OptiPlex GX620 SFF with Int Broadcom® GbNIC Intel® Pentium® D Processor 830 (3GHz,DC,2X1M,800MHz FSB)	1	\$1,085.09	\$1,085.09
Reconfigure Remove Update			

Date:	Wednesday, October 19, 2005 10:56:51 AM CST
Catalog Number:	84 RC961325
OptiPlex GX620 SFF with Int Broadcom® GbNIC:	Intel® Pentium® D Processor 830 (3GHz,DC,2X1M,800MHz FSB) 630SD - [221-9194]
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	NFD - [341-2290]
Mouse:	Dell USB 2-Button Optical Mouse with Scroll USBO - [310-6609]
Lead Free Motherboard:	RoHS Compliant Lead Free Chassis and Motherboard ROHS - [341-2663]
Removable Media Storage Devices:	24X CDRW/DVD Combo, with DVD Playback 24COMBO - [313-3326]
Audio Solutions:	Integrated AC97 Audio INTSND - [313-8170]
Speakers:	No Speaker Option NSPK - [313-1416]
Resource CD:	No Resource CD NORCD - [313-3673]
Energy Star Setting:	Energy Star Enable ES - [310-4721]
Hardware Support Services:	4 Year Limited Warranty plus 4 Year NBD On-Site Service U4OS - [900-6630] [902-1453]
Installation Support Services:	No Onsite System Setup NOINSTL - [900-9987]
Mouse Pad:	Mouse Pad MPAD - [310-3559]
Total Price* \$1,085.09	

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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 Pro 2003 Win32 All Languages MVL Part Number 269-06824 Product Type: Non-Specific	\$51.28	\$51.28
		ACADEMIC MASTER ENROLLMENT # 5194538 LAICU ENROLLMENT# 9546959		

Payment Details

- Check
- Cash
- Account No.
- Credit Card

Name _____
 CC # _____
 Exp Date _____

SubTotal	\$51.28
Shipping & Handling	
Taxes State	
TOTAL	\$51.28

Shipping Date

Approval

Date 10/7/2003
 Order No _____
 Sales Rep Laurie Conrad
 Ship Via _____

Notes/Remarks

Commodity Information

Commodity Code: 20468119801

EPSON POWERLITE 81P (V11H157020), XGA, 2000 LUMEN MULTIMEDIA PROJECTOR, 400 :1 CONTRAST RATIO	
Line #: 01003 Brand: EPSON Model: V11H157020	Unit Price: 1113.00000 Unit: EACH
DISTRIBUTOR VENDORS	
Vendor #: 95293567900 EPSON AMERICA INC 3840 KILROY AIRPORT WAY LONG BEACH, CA 90806 (512) 391-1871 VENDOR INFO	Contract #: 405964 Payment Terms: NONE Delivery: 10 DAYS ARO CONTRACT INFO

Distributor Vendors

Contract Number: 405964

Prime Vendor Number: 95293567900

CONTRACT INFO

PRIME VENDOR

COMMODITIES

Distributor Vendor Number	Distributor Vendor Information	Geographical Service Areas
73168589000	AAVID PRESENTATION SYSTEMS STE 118 857 BROWNSWITCH RD SLIDELL , LA 70458 (985) 645-2066	R0 (STATEWIDE DELIVERY)



NORTHWESTERN STATE
UNIVERSITY OF LOUISIANA
Natchitoches, LA 71497

Student Technology
Watson Library, Room 113

Telephone (318) 357-6482
FAX (318) 357-6480

January 6, 2005

Mrs. Gail Kwak
Northwestern State University
Watson Library
Natchitoches, LA 71458

Dear Mrs. Kwak,

It is with pleasure that the STAT (Student Technology Advisory Team) has fully funded your grant proposal for Fiscal Year 2005-06 in the amount of \$2,249.37.

Ordering of equipment listed in the grant proposal will take place during the month of January.

Please be reminded that your grant was funded through Northwestern Student Technology Fees, all equipment purchased, therefore, must be used exclusively and directly for/by Northwestern students.

You are commended for, and encouraged to continue your efforts to enrich the learning environment for students at Northwestern State University. Your time, effort, and vision in service of the students are greatly appreciated. If you have questions or need additional information please contact me by phone or via email at: long@nsula.edu.

Sincerely,

A handwritten signature in cursive script that reads "Jennifer Long".

Jennifer Long
Student Technology Fee

cc: Mr. Fleming Thomas