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

2006.006

Proposal Number

Prepared by:__Michael E. Matthews, Reference & Instruction Libarian on 10/20/05__

Department:__Watson Library_____

College or Unit:__Academic Affairs_____   Campus:__Natchitoches_____

Information Systems review by _____ Date _____

---

1. Describe target audience. (0 points)

Every Northwestern State University student, from every college and department whose professor requires a library research component in his or her course syllabi.

---

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

We are requesting this grant to replace all workstations in the library instruction classroom.
There are seventeen workstations, each of which is over six years old. The workstations operate at very slow running speeds, and are prone to spyware, viruses, and lethal malfunctions. Students who use these workstations are frequently frustrated by the slow processing speeds, dim monitor screens, and obsolete "rollerball" mice. New workstations will provide students with educational technology which enhances their learning experience, and will help ensure their future success as researchers, writers, and thinkers.

---

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

1) By replacing the old workstations, students will be able to participate in library instruction as active learners who can easily log-in and perform research with speed and efficiency. 2) Students will become more interested and enthusiastic about using information technology if that technology is not antiquated, and this will translate into greater student satisfaction and engagement with their research. 3) Students will have excellent, up-to-date workstations for their learning needs which match current technology standards.

---

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

1) Instruction librarians will evaluate student reactions to workstations through informal and casual interviews. Librarians will periodically meet with faculty and students to listen to their concerns about the workstations and educational technology as part of a focus group session scheduled in Fall of 2006. 2) Evaluations of library instruction sessions will be distributed, and will specifically ask students to compare their prior learning experiences using the obsolete workstations. 3) Purchase of the new workstations will be based on campus technology requirements, cost-effectiveness, and student information needs.

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)

In 2004, **3558** students in **131** classes participated in the library instruction program at Northwestern State University. All students are required to attend a library instruction session, either during Orientation 1010 or an introductory level English course. Frequently, students participate in multiple library instruction sessions during their four-year matriculation depending on their major field of study. Students use the library instruction program at every level of their education, and learn valuable researching skills that are easily transferable to their daily lives and future careers. In addition to library instruction, the classroom will be available to students as a place to do their research when the reference room computers are occupied, which often happens during midterms.

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)

By providing an attractive and student-centered learning environment in the Watson Library instruction classroom, we will be fulfilling the following NSTEP objectives 1, 2, 3, and 8.

1) We will "improve access to technology by students faculty and staff of Northwestern State", **2)** We will have a library instruction classroom which provides "updated…technology and media". **3)** We will "upgrade student technology" in the library instruction classroom, which will also be used by students who cannot find access to research computers on campus, and **8)** We will provide excellent opportunities for student research by offering vastly improved computing technology. Students will also be able to use the library instruction classroom as a place to do run-throughs of Powerpoint and multimedia presentations for their classes.

The Watson Library technology plan, written in January 2005, calls for serious improvements in student teaching and learning technology. The funding of this grant will aid student learning and morale, and will help Watson Library to become a center for the facilitation of student scholarship.

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)

Alfred Ehlers, and Jennifer Long of Student Support Services. Michael Matthews of the Watson Library will also be on hand to assist with the installation of the workstations.

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

Alfred Ehlers of Student Technology Support Services, and an assistant for the department of Information Systems will be the only required support staff. Once the workstations are installed, network and software support will be minimal.

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

When the computers are delivered, Student Technology Support Services will schedule a time when they can be installed. Once a date has been set, the total time to install the workstations will take less than eight man-hours. Student Technology Support Services staff will evaluate whether the workstations have been installed properly, and will ensure that the workstations print to the reference room printer.

Evaluation of student satisfaction will begin right after the first library instruction class is held. Students and faculty will be interviewed for their impressions and ideas concerning the new technology, and how it affects their learning. In 2006, the librarians of Watson will report this feedback during periodic faculty and staff meetings, and share their findings with the department of Electronic and Continuing Education, Information Systems, and other university stakeholders. In the Fall of 2006, Michael Matthews will organize a focus group of students who will provide feedback on what they value the most (and least) about the Watson Library. During this focus group, Michael Matthews will gather student comments about the new instruction classroom and its expanded role in the Watson Library. Students, faculty, and the administration will be provided copies of a formal report when the focus group has completed its work.

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

The life of the workstations will be approximately five years, though could last significantly longer depending on budgetary conditions.

The computers will have both "Deep Freeze" and "Public Web Browser" installed on them. These programs do not require upgrades or maintenance. The Watson Library already owns the site license for these products, and the cost will not be added to the grant.

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)

The computers will be secured to their work tables with Memory-Locks, the standard security measure used throughout all NSU campuses for hardware.

| 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)

Please find attached the budget and specifications list for 17 OptiPlex workstations and 17 Memory-Lock cable systems.

Outside support personnel will not be required to buy, install, or implement this project.

Because of university-wide budget cuts, there are no matching funds, or funds from other sources.

If the grant is approved, the current workstations will be offered as surplus equipment for other departments on campus. |
| :--- | :--- |
| 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) |

Name   **Signature**   **Date Reviewed**

Dr. Jim McCrory

Comments: _If there are the NT-based PC's the NEED to be replaced._

Tyron Tinnerello _____ 10/24/05

Comments: _____

Christyn Perot   _Clinty Pert_   10/25/05

Comments: _Need Office licenses for all workstations._

Tim Chadbourne   _TV_   10/25/05

Comments: _Replacing NT 4 Machines should have priority_

Gary Gatch   _Gary Gatch_   10/25/05

Comments: _____

Dale Martin   _____   11-11-05

Comments: _____

Date Given to IS
10/24/05

Date Received from IS
10/26/05

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
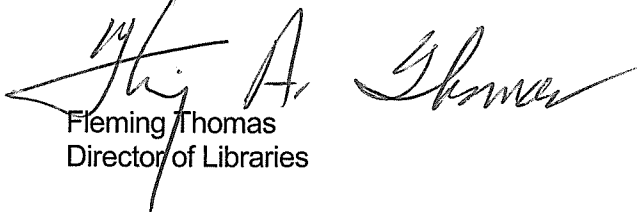(318) 357-4470 Fax

October 20, 2005

To Whom It May Concern:

The Watson Library is striving to provide the students of Northwestern State University the learning environment they deserve. If you approve this grant, you will be giving yourself and your fellow students the opportunity to use up-to-date technology for their research needs. Over 3500 students participate in the library instruction program every year, and there will be more to come as enrollment increases.

The workstations in the library instruction lab are verging on a state of total disrepair. Processing speeds are slow, PDF documents are impossible to download, and students often have trouble printing to the reference room printer. The monitors are slowly but inevitably dimming out. The computers are over six years old and can be easily infected with viruses and spy ware. As a result, the students who participate in our instruction program are often frustrated by the quality of technology available to them in the library. The approval of this grant will dramatically enhance the quality of our teaching and significantly contribute to facilitating student research and scholarship.

By improving the educational technology in the library instruction classroom, Northwestern students will improve their research and writing skills. Our library instruction program is dedicated to helping students find, organize, evaluate, and integrate information from a variety of sources and contexts. We want to provide our students with the technology and teaching which will prepare them for successful careers as information literate professionals. To succeed, we hope we can count on your help.

Cordially,

Fleming Thomas
Director of Libraries

Item	Quantity	Unit Cost	Cost
OptiPlex GX620 workstations	17	$1,400.18	$23, 803.06
Memory-Lock with Cable (MFG# KMW62696)	17	$33.74	$573.58
		Total:	**$24,376.64**

OptiPlex workstations will be purchased via state contract from vendor Dell, Inc., state contract number: 403834.

Memory-Locks will be purchased via state contract from vendor Corporate Express, state contract number: 405577

Buy Online or Call 1-888-997-3355

DELL™ USA ▇▇
Louisiana State Contract # 403834 Comm Code 204-68-000865

| Systems | Software & Peripherals | Standard Configurations | Custom Links | Support | Contact |

BACK TO: Premier Home > My Cart

☑ Account Options | 🖰 Order Status | 🖰 E-Quotes | 🛒 My Cart | ✷ Logout

View Options: ○ View Order Summary ○ View Order Details

My Cart

Using your Cart
- Click the "Save as E-Quote" button to save this form and/or forward it to your purchasing agent as a requisition.
- Click the "Checkout" button to continue to the Checkout and enter order online.

Total Price*: $23,803.06

↻ Reconfigure 🗑 Remove ↻ Update

Description	Quantity	Unit Price	Item Total
1 OptiPlex GX620 SFF with Int Broadcom® GbNIC Intel® Pentium® D Processor 830 (3GHz,DC,2X1M,800MHz FSB)	17	$1,400.18	$23,803.06

Date:	Tuesday, October 18, 2005 8:47:10 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]
Operating System(s):	Microsoft® Windows® XP Professional, SP2, with Media XPP2E - [420-4850]
File System:	NTFS File System for all Operating Systems NTFS - [420-3699]
Memory:	1.0GB DDR2 Non-ECC SDRAM,533MHz, (2DIMM) 1G2N52 - [311-5021]
Keyboards:	Dell USB Keyboard, No Hot Keys EUSB - [310-5247]
Monitors:	Dell 17 inch UltraSharp ™ 1706FPV All-In-One stand for SFF chassis 1706FPPC - [320-4368]
Video Card:	PCIe 128MB ATI Radeon X600SE (1 DVI/1 TV-out), low profile 128DVEL - [320-4276]
Boot Hard Drives:	80GB SATA II, 7200 RPM Hard Drive with 8MB Data Burst Cache ™ 80S2 - [341-2247]
Floppy:	No Floppy Drive

Mouse:	NFD - [341-2290]
	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* $23,803.06

BACK TO: Premier Home > My Cart

Continue Shopping   Save as E-Quote   Help

Picture is for illustrative purposes only. Price may increase or decrease depending on options selected.

For shipments of certain products to California, state environmental fee of up to $10 per item will be added at order invoice. For shipments of certain items to Alberta, Canada, a provincial environmental fee will be applied to your invoice. Pricing, specifications, availability, and terms of offers may change without notice and DO NOT INCLUDE APPLICABLE SHIPPING AND/OR HANDLING CHARGES OR TAXES. Please note that Dell cannot be responsible for typographical or other errors, and reserves the right to modify or cancel any orders resulting from such errors. Refer to your invoice for final information regarding order detail, including tax & shipping amounts. Offers not necessarily combinable. Prices have been rounded to the nearest dollar for online display. All sales are subject to Dell's Terms and Conditions of Sale located at www.dell.com unless you have a separate written agreement with Dell.

Please note that this Microsoft software product may use technological measures for copy protection. In such event, you will not be able to use the product if you do not comply with the product activation or reactivation procedures, which may be completed by Internet or telephone (toll charges may apply).

▲ Top

To add this item to your shopping cart, type a quantity into the Qty field provided and click the Add to Cart button. [More...]

Proceed to Checkout

Back to Previous Page

Related Items

Sets, Related...   more item

Mfr. Name:	Kensington
Item No./AKA:	KMW62696
Description:	Computer Lock, w/Cable, Locks Hard Drive
Symbols: (Key)	$
Quantity in Cart:	17
Availability:	The quantity you requested for this item usually ships in 1-3 business days; for additional information please call customer service.
Unit Price:	$33.74/EA
Qty:	**Add to Cart**

Monitor Stand/Tr: Monitors, 2- 5"H, Platinum

Additional Information

- Combines MemoryLock and the Desktop MicroSaver to create a complete security system.
- Prevents access to your computer's hard drive memory in addition to protecting all your equipment against theft.

Additional Links

- View Larger Image
- View Individual Product Image

Disclaimer: We reserve the right to substitute with similar items of comparable quality. Occasionally item(s) displaying immediate availability may become unavailable. We will automatically back order that item and/or provide a similar item of comparable quality and ship the item as soon as it becomes available. If your order contains furniture items, additional charges for delivery and installation are not reflected in the order total and may be added to this order at the time of processing.
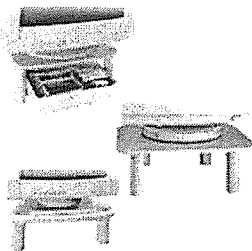
For questions regarding a backorder or a substitution on your order, please contact your sales representative or our customer care department.

Related Items

Sets, Related...   b

Kensington Adjustable Office Supershelves

Item No./ AKA	Description	Unit Price	Symbols (Key)	QTY
KMW60036	Monitor Stand/Tray, 21" Monitors, 2- 5"H, Platinum	$32.24/EA		

Kensington SmartSockets Strip Surge Protectors

Item No./ AKA	Description	Unit Price	Symbols (Key)	QTY
KMW62146	Surge Protector, 6-Outlet, 720 Joules, 6' Cord	$23.96/EA		

Item No./ AKA	Description	Unit Price	Symbols (Key)	QTY
KMW62147	Surge Protector, 6-Outlet, 850	$27.71/EA		

To add an item to your Cart, enter a quantity in the Qty field and press Tab. Enter the Item Number in the Item No. field and press Tab. [More...]

Shopping Cart Items

[Save Cart] [Start New Cart] [SECURE CHECKOUT]

Qty:	Item No.:	Description:	Unit Price:	Total:	Symbols: (Key)	Item Note:	Tools: (Key)
17	KMW62696	Computer Lock, w/Cable, Locks Hard Drive	33.74/EA	573.58	$¢		

Sub Total: 573.58

Estimated Tax: .00

Total: 573.58

Save Cart | Start New Cart | Check Out

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

Mr. Michael Matthews
Northwestern State University
Watson Library
Natchitoches, LA 71458

Dear Mr. Matthews,

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 $24,376.64.

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,

Jennifer Long
Student Technology Fee

cc: Mr. Fleming Thomas