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Julie Kane
Lisa Abney
RNO.# 5

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

2006.020
Proposal Number
Committee # 1

Prepared by: m 001 Monica Gremillion Department Language and Communication
College or Unit: Liberal Arts Campus: Natchitoches
Information Systems review by _____ Date _____

1. Describe target audience. (0 points)

Argus appeals not only to the artistic community of Northwestern but also to the entire student body. Because this grant will provide resources that would improve the overall quality of the magazine, all students would benefit

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

Argus has recently faced budget issues which threaten the ability of the magazine to maintain its national award-winning status. Due to these issues, we are unable to purchase a printer/scanner, and the Language and Communication Department's networked printer is not compatible with our Mac computer. We need this equipment to print flyers and rough drafts for copy-editing. By purchasing a printer/scanner, we would also be able to scan background images, student signatures, artwork, and photography directly onto our computer.

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

- 1) Decrease copy-editing turnaround time by 50% due to the availability of printer to produce draft pages.
- 2) Enhance accuracy of copy-editing due to being able to proofread printed copy rather than on-screen copy.
- 3) Increase Argus submissions by 25% due to increased production of flyers.

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

The editor and faculty advisor will jointly review data related to submissions and hours of labor expended on editorial tasks.

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)

All full time students pay a fee for the publication of Argus, and thus should be provided with the best possible publication that our staff can produce. Argus is a forum for students' voices and anything that can add to the quality of this forum benefits every student on campus.

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)

Working on Argus staff provides pre-professional technology skills in document layout and design using Quark Express, Photoshop, and Dreamweaver on Macs. However, without a printer to view the results of these endeavors, learning is compromised. It allows staff members to visualize their creations. Also, the addition of a scanner in our office would provide us with a means of scanning in images for our website, which reaches non-traditional students and distant learners.

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)

The Argus staff comprises one editor-in-chief approved by both Media Board and SGA and a staff of ten experienced and highly qualified students. The entire staff would be utilizing the equipment.

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

Because staff members can install the printer/scanner on to the computer, no technical or personnel support is needed.

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

November 15-- print out flyers to call for submissions
December 1-3-- print submissions for workshopping with students
Install printer by January 6, 2006
January 10-- scan images into layout
January 15-- print submissions to send to judges
January 17-- first draft printed and submitted to copy editors
February 7-- second draft printed and submitted to copy editors
March 10-- final draft sent to printers

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

Because the equipment will be used for basic printing and scanning purposes and our computer is relatively new, we do anticipate any upgrades within the next five years and believe the equipment will last at least that long.

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 printer/scanner will be placed in a locked office in the Department of Language and Communication. Only the editor and the secretaries of the department have keys. Other staff members are allowed access to the office only when the editor is in. The computer itself is password-protected, so no jobs can be sent to the printer without first logging on.

12) Budget Proposal

Preferred Models

By Epson America, Inc.:

☞ Epson Stylus CX4600 Photo Printer, Copier, Scanner—appr. \$89.99

By Hewlett Packard Development Company, LP:

HP Office Jet 5510 All in One Printer, Copier, Scanner, and Fax Machine—
appr. \$150

☞ HP Office Jet 4215 All in One Printer—appr. \$125

Minimum Specifications:

- Macintosh compatible
- Printing, copying, and scanning capabilities.
- Print speed: 15 ppm
- Print resolution: 1200 X 1200 dpi
- Print area: 8.5" X 11"
- Scanner type: flatbed
- Scanner area: 8.5" X 11" or larger
- Optical resolution: 600 dpi
- Maximum interpolated resolution: 600 X 1200 dpi
- Color Depth: 36 bit or higher
- Minimum one year warranty

Cost for the maintenance of the multifunction printer will be taken out of the Argus budget.

125.00
89.99

214.99

Jennifer Long

From: Alan Sybert [asypert@hotmail.com]
Sent: Monday, October 24, 2005 2:57 PM
To: Jennifer Long
Subject: ARGUS GRANT

The Student Government Association supports the grant application prepared by the Argus staff for the purchase of a new printer. This comes at MINIMAL cost to the budget and would be very beneficial to Argus.

Alan Sybert
SGA President



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

Ms. Monica Gremillion
Language & Communications
Argus
Natchitoches, LA 71458

Dear Ms. Gremillion,

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 \$214.99.

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".

Jennifer Long
Student Technology Fee

cc: Dr. Lisa Abney