Student Technology Fee

Grant Proposal

2009.022

2008-09

Tracy Brown

(Approved)   Denied

Comment: _____

Diana Hamilton

(Approved)   Denied

Comment: _____

Gary Gatch

Approved   Denied

Comment: _____

Mike McDonald

(Approved)   Denied

Comment: _____

Dale Martin

Approved   Denied

Comment: _____

Student Technology Fee
Grant Proposal Request Form
Fiscal Year 2008-09
Northwestern State University of Louisiana

ALL BLANKS MUST BE FILLED COMPLETELY

Prepared by: <u>Michelle Fazio Brunson and Patricia Pierson</u> For: <u>Dept. of Family and Consumer Sciences</u>

Department/Unit: <u>FACS</u>   College: <u>Science and Technology</u>   Campus: <u>Natchitoches</u>

Which NSTEP Goals/Objectives does this project meet? <u>Goals 2, 5, and 6 and Objectives 1, 5, and 7.</u>

Requested equipment will be located/installed/housed? Building <u>FACS</u>
Room –<u>Early Childhood Resource/Methods Room</u>

Are department property policies and procedures in place for requested equipment? <u>Yes. A Department of Family and Consumer Sciences Technology Plan has been developed and is currently in place. All policies relative to property and equipment inventory, etc. are followed.</u>

Which individual will be responsible for property control of the requested equipment? <u>Patricia Pierson</u>

Signature: <u>Dr. Michelle Brunson</u>   Date: <u>10/30/08</u>

Grant Proposal Requested Amount: $ <u>4,959.92</u>   Budget Attached (circle one): X YES/NO

Grant delivered to Student Technology located in Watson Library, Room 113. Date _10/31_____

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 retuned to requestor.

1. Describe target audience. The target audience includes Early Childhood Education and Elementary Education majors at the undergraduate level and Early Childhood majors at the graduate level. In Fall 2007, there were 126 undergraduate ECED majors, and as of the Fall 2008 census date, there are 130 undergraduate ECED majors. Additionally, many Elementary Education majors add on Early Childhood Education and would be considered a potential target audience. As of the Fall 2007 census date, Elementary Education majors total 166. Graduate students who would be part of the target population include 11 graduate students in the Pre-K-3 alternate certification program, 13 graduate students in the M.A.T. Pre-K through 3 program, 32 graduate students in the M.Ed. with a concentration in Early Childhood program, and 14 graduate students in the M.Ed. in Early Childhood Education program.

2. Describe project/initiative for which you are requesting funds. The purpose of this project is to house four digital cameras in the Early Childhood Resource/Methods Room, located in the Family and Consumer Sciences building. This resource room, which houses developmentally appropriate materials that both undergraduate and graduate ECED majors can check out to use in their work with children, also doubles as a classroom. Currently, there are no cameras available to students in the room. If this project is funded, ECED instructors and cooperating teachers would be able to use the cameras to model how to document and assess young children's knowledge, skills, and dispositions, and the students could then use the cameras to complete course assignments which require them to do this.

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

The following NSTEP Objectives were used as a basis for constructing objectives for this project:
1. To improve access to technology by students, faculty, and staff at Northwestern State University.
2. To provide classrooms with updated technology and multimedia.
7. To establish processes that encourage technology initiatives by faculty, staff, and students.

Objectives for this project are:

1. To improve access to technology by Early Childhood students at Northwestern State University.
2. To provide Early Childhood classrooms with updated technology and multimedia.
7. To establish processes that encourage technology initiatives by Early Childhood students.

4. Indicate how each project objective will be evaluated.

To evaluate NSTEP objective 1 *To improve access to technology by Early Childhood students at Northwestern State University*, data can be collected to determine how many undergraduate and graduate students utilize the equipment and software. This can be done via a sign-in sheet.

Funding of this project would immediately address NSTEP objective 2 *To provide Early Childhood classrooms with updated technology and multimedia*, as there are currently no digital cameras in the Early Childhood Resource/Methods Room.

To evaluate NSTEP objective 7 *To establish processes that encourage technology initiatives by Early Childhood students*, data can be collected to determine how many undergraduate and graduate students utilize the cameras and how they use them. This can be done via a chart where students sign in and indicate what they used in the Early Childhood Resource/Methods Room.

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?**

If funded, this project will address the following NSTEP objectives:

  1. To improve access to technology by students, faculty, and staff at Northwestern State University.
  2. To provide classrooms with updated technology and multimedia.
  7. To establish processes that encourage technology initiatives by faculty, staff, and students.

Funding of this project will advance the University Technology Plan by addressing the following goals and/or parts of the following goals, as applicable:

> 2. *To develop a plan for a learning-centered environment that reflects the "spirit" of the concept including distance learning technologies, innovative strategies and pedagogy, and a commitment to provide the necessary faculty and student resources to make this environment possible.*

> 5. To develop and implement a system of resource commitment and allocation in order to increase excellence in academic and professional programs.

> 6. To strengthen national recognition of academic programs at NSU by assessing academic programs against national standards, identifying two programs to be developed or enhanced for national recognition, and developing an integrative program linking majors in the Colleges of Liberal Arts and *Science and Technology via their use and application of technology in teaching, learning, and research.*

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.

Currently, there is only one digital camera available for student use or for cooperating teachers to use to model how to use digital cameras to document and assess young children's knowledge, skills, and dispositions in the Early Childhood program. If this grant is funded, Early Childhood professors and more cooperative teachers will be able to model how to use the cameras, and both undergraduate and graduate ECED students will be able to use the equipment to complete assignments relating to documenting and assessing young children. For example, one assignment requires students to complete a portfolio on a young child, and photographs of the child achieving state standards must be included.

One unique need of the target group is the need to address the *No Child Left Behind Act.* In the field, Early Childhood teachers need to know how to assess and document where there students are in the curriculum in order to inform their teaching, communicate the children's performance to parents and administrators, and make necessary adaptations to instruction. Having knowledge of and the ability to use technology to record children's progress will help the teachers meet *No Child Left Behind* mandates.

The target audience includes Early Childhood Education and Elementary Education majors at the undergraduate level and Early Childhood majors at the graduate level. In Fall 2006, there were 152 undergraduate ECED majors, and as of the Fall 2007 census date, there are 126 undergraduate ECED majors. Additionally, many Elementary Education majors add on Early Childhood Education and would be considered a potential target audience. As of the Fall 2007 census date, Elementary Education majors total 168. Graduate students who would be part of the target population include 11 graduate students in the Pre-K-3 alternate certification program, 13 graduate students in the M.A.T. Pre-K through 3 program, 32 graduate students in the M.Ed. with a concentration in Early Childhood program, and 14 graduate students in the M.Ed. in Early Childhood Education program.

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.

Dr. Michelle Fazio Brunson will be responsible for the implementation of this initiative. She teaches Early Childhood Methods in the ECED Resource/Room and is responsible for the equipment in the room.

She also teaches the ECED undergraduate and graduate courses which require students to use digital cameras to complete assignments.

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

Technical support will be required to upload the software on the computers in the Early Childhood Resource Room.

9. Provide a schedule for implementation and evaluation.

Requests will be made to upload the camera software as soon as they arrive. Students will then have immediate access to the equipment.

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

The cameras are expected to last as long as Microsoft is supporting Windows XP Professional. Upgrades will be made based on changes to the NSU Technology Plan.

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.

The Early Childhood Resource/Methods Room remains locked unless a professor is in the room with students. Students are not left alone in the room. Procedures for checking out materials are included at the end of this application.

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

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).

Student Technology Fee Grant Proposal Checklist:

___X___ Is all information requested provided (items 1 – 11)?
___X___ Is a detailed budget attached?
___X___ Is all specifications, description, model number, quotation, cost, state contract number, and vendor provided for each item?
___X___ Are your two (2) letters of support attached?
___X___ If equipment is to be checked-out/loaned, is your policy attached?

Northwestern State University
Student Technology Fee Equipment Check-Out Application
Early Childhood Resource Room

** Please type or print legibly in dark ink **

Student Name

Campus-Wide ID #

Current Address (House, Apt., or Dorm Room)

Local/Cell Phone

City, State Zip Code

Student Email Address

Equipment Location:　Dorm ( )　Apartment ( )　House ( )　Other ( )

Type of Equipment:　☐ Digital Camera
(No More Than 2)

Explain how this equipment will be used for official University related activities:

_____

_____

Check-Out Dates: _____/_____/_____ through _____/_____/_____
                                                    7 days later

I understand that I am fully responsible for the equipment I am receiving, and must make all reparation if necessary if any damage or loss to the equipment occurs while the equipment is in my possession. I further understand failure to return the equipment within seven (7) days of the check-out date may be considered trespass of the equipment, and may be investigated by appropriate law enforcement agencies and/or Business Affairs. I also acknowledge my account will be charged a daily rate of $10.00 (per piece of equipment) for equipment not returned within the allotted time. Student Technology reserves the right to refuse check-out services for just cause. Equipment must be checked in by 10:00 a.m. on the seventh day.

Applicant's Name (print): _____　Date: _____/_____/_____

Applicant's Signature: _____　Time: _____:_____ p.m.

Northwestern State University
Student Technology Fee Equipment Check-Out/Return Form
Early Childhood Resource Room

** Please type or print legibly in dark ink **

Name: _____   Campus-Wide ID #: _____

Check-Out Information	Return Information

Check-Out Information

Type of Equipment   State Tag #

☐ Digital Camera   _____

Check-Out Date: _____/_____/_____

Due Date: _____/_____/_____ (7 Days Later)

Check-Out Time: _____:_____ p.m.

For Office Use Only:
- Procedure Sheet/Signed Disclaimer   _____
- Equipment Accounted For: _____
- Visual Inspection: _____
- Technical Inspection: _____

Manual Included: Digital Camera

_____
Employee Signature

Return Information

Type of Equipment   State Tag #

☐ Digital Camera   _____

Time Returned: _____:_____ a.m./p.m.

Date Returned: _____/_____/_____

_____
Student Signature

For Office Use Only:
- Equipment Accounted For: _____
- Visual Inspection: _____
- Technical Inspection: _____

Manual Return: Digital Camera

_____
Employee Signature

I understand that I am fully responsible for the equipment I am receiving, and must make all reparation if necessary if any damage or loss to the equipment occurs while the equipment is in my possession. I further understand failure to return the equipment within seven (7) days of the check-out date may be considered trespass of the equipment, and may be investigated by appropriate law enforcement agencies and/or Business Affairs. I also acknowledge my account will be charged a daily rate of $10.00 (per piece of equipment) for equipment not returned within the allotted time. Family and Consumer Sciences reserves the right to refuse check-out services for just cause. Equipment must be checked in by 10:00 a.m. on the seventh day.

Student's Name (print): _____

Student's Signature: _____   Date: _____/_____/_____

Northwestern State University
Student Technology Fee Check-Out Procedure
Early Childhood Resource Room

In order to check-out equipment, all the following procedures must be followed:

1. Equipment may be checked out for academic purposes only.

2. Present NSU identification to receive an application.

3. Complete and return application to attendant.

4. Items must be returned by individual checking out equipment. All items must be returned within seven (7) days of check-out date.

5. If check-out equipment is returned late twice, then the individual will lose the use of the check-out equipment for the remainder of the semester.

6. All check-out equipment is subject to all NSU computer abuse policies. Failure to follow policies may result in loss of privileges.

7. The University Property Control office reserves the right to complete a physical property audit at any time to assure internal control.

8. If property in your possession is lost, damaged or not returned, your account will be charged a fee for replacement/repair or both and a hold will be placed on your account until payment is made.

I understand that I am fully responsible for the equipment I am receiving, and must make all reparation if necessary if any damage or loss to the equipment occurs while the equipment is in my possession. I further understand failure to return the equipment within seven (7) days of the check-out date may be considered trespass of the equipment, and may be investigated by appropriate law enforcement agencies and/or Business Affairs. I also acknowledge my account will be charged a daily rate of $10.00 (per piece of equipment) for equipment not returned within the allotted time. Family and Consumer Sciences reserves the right to refuse check-out services for just cause. Equipment must be checked in by 10:00 a.m. on the seventh day.

Student's Signature: _____   Date: _____/_____/_____

Budget for Requested Hardware and Software

Title, Description, Model #	Quote	Cost	State Contract #	Vendor & Phone #	Quantity
8 GB Extreme III CompactFlash Card Part #A1642583	1008114162672	56.09		Dell	4
Canon Gadget Bag 10EG Deluxe-semi-hard case for camera Part # A0496866	1008114162672	80.99		Dell	4
EOS 40D Black 10.1 MP Digital SLR Camera (with 28-135 mm Lens)-MSRP $1299.99 Part # A1274885	1008114162672	1,102.90		Dell	4

Total for Digital Cameras from Dell: $1,239.98   X   4   = $4959.92

8.5% tax on digital cameras from Dell: $ 0.00

Shipping cost : $ 0.00

Total Cost: $4959.92

Northwestern State University

E-quote Number: 1008114162672

Saved By:	Alfred Ehlers	Phone Number:	(318) 357-6482
	ehlersa@nsula.edu	Purchasing Agent:	Diana Cobb
Saved On:	Monday, October 27, 2008	Notes/Comments:	
Expires On:	Friday, December 26, 2008	Additional Comments:	

Description

8 GB Extreme III CompactFlash Card		Qty	1
		Unit Price $56.09	
Manufacturer Part# SDCFX3-008G-A31			
Dell Part# A1642583			

TOTAL:$56.09

Canon Gadget Bag 10EG Deluxe - semi-hard case for camera		Qty	1
		Unit Price $80.99	
Manufacturer Part# 6231A001			
Dell Part# A0496866			

TOTAL:$80.99

EOS 40D Black 10.1 MP Digital SLR Camera (with 28-135 mm Lens) - MSRP $1299.99		Qty	1
		Unit Price $1,102.90	
Manufacturer Part# 1901B017			
Dell Part# A1274885			

TOTAL:$1,102.90

	Total Price
Sub-total	$1,239.98
Shipping & Handling	$0.00
Total Price[1]	--
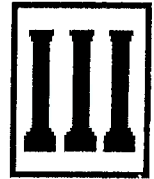
October 30, 2008

Dear Student Technology Fee Grant Evaluators:

This letter is in full support of the Department of Family & Consumer Sciences' request to fund 4 digital cameras for methods and practicum students in Early Childhood Education. These cameras will allow the undergraduate and graduate Early Childhood majors to complete course requirements relating to assessing and documenting young children's work. They will also aid the candidates as they utilize technology, which is a focus in the NSU Conceptual Framework.

Please do not hesitate to contact me should you have further questions or if I can provide additional information.

Sincerely,

Patricia N. Pierson, Department Head
Department of Family and Consumer Sciences

October 30, 2008

Dear Student Technology Fee Grant Evaluators:

This letter is in full support of the Department of Family & Consumer Sciences' request to fund 4 digital cameras for methods and practicum students in Early Childhood Education. These cameras will allow accurate documentation in demonstrating authentic assessment, will help the candidates increase their knowledge of utilizing technology to document young children's growth, and will help candidates share with CDC staff and parents their work with young children. It will also help candidates complete course requirements in ECED 3080, ECED 3090, ECED 3110, ECED 5570, and ECED 5580.

I wholeheartedly support the efforts of the Department of Family & Consumer Sciences and Early Childhood Education in particular as they seek to upgrade their technology for teaching courses. Please do not hesitate to contact me should you have further questions or if I can provide additional information.

I congratulate you on the fine job you are doing in support of improved student technology at Northwestern State University.

Sincerely,

Austin A. Temple, Ph.D.
Dean, College of Science and Technology