

Student Technology Fee

Grant Proposal

2009.023

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

Comm. # 3

FF

2009.023

Northwestern State University of Louisiana

#1

ALL BLANKS MUST BE FILLED COMPLETELY

Prepared by: Dr. Mary Lynn Williamson For: _____

Department/Unit: SPS & School Counseling College: College of Education Campus: Natchitoches

Which NSTEP Goals/Objectives does this project meet? #1- Attain/Continue Reaccreditation:
The Counseling Clinic is the setting for the required practicum for counseling track SPS graduate students. Practicum is the core experience for our counseling students. This initiative is critical to reaccreditation by CACREP, Counseling's accrediting body. This project also meets Objective #5 - Funding would provide a small, specialized clinic, which because of CACREP's stringent standards is where students must prepare all case notes, files, and research related to their clients.

Requested equipment will be located/installed/housed? Building Teacher Education Ctr. Room D103D

Are department property policies and procedures in place for requested equipment? Yes

Which individual will be responsible for property control of the requested equipment? Dr. Mary Lynn Williamson, Associate Professor & Program Coordinator, SPS/School Counseling

Signature: Mary Lynn Williamson, Ph.D. Date: 10/31/08

Grant Proposal Requested Amount: ~~\$10,695.69~~ Budget Attached (circle one): YES NO
\$10,997.81

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

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.

4. Describe target audience.

Graduate Student Personnel Students (SPS) majoring in the Counseling track must take a supervised counseling practicum. This practicum is run as an in-house Counseling Clinic each Spring semester and is a cornerstone of the program. Graduate counselors are viewed via monitors in the counseling rooms, and all counseling sessions are recorded on DVDs. However, the accrediting body requires that all intake and case notes, research and other paperwork be done on-site at the clinic. This becomes difficult because the current computers are so old that students cannot play their DVDs of the sessions. Currently, the clinic has NO computers capable of playing DVDs, has 1 printer that works sporadically, and

no access to a copier after 4:30 (The Clinic is open until 6:00 pm). It is important to note that the graduate student Counselors-in-training conduct almost 400 client visits with NSU students during the clinic, who take advantage of this free service.

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

This initiative will provide for network wiring in Room D103B of the TEC. It also provides for an upgrade of seven (7) computer workstations, minimal software, a printer/copier, and a DVD player (we have a television monitor). This will sufficiently outfit the Counseling Clinic with the technology needed to function on a daily basis and to begin to prepare for accreditation in 2010.

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

1. To provide Counseling Clinic students with updated computers capable of reading DVD counseling sessions, which are a necessary part of the teaching process.
2. To provide SPS & School Counseling students a permanent TV monitor and DVD player capable of stop/start functionality for learning purposes associated with the Counseling Clinic.
3. To provide Internet access to the workstations located in the Counseling Clinic.

4. Indicate how each project objective will be evaluated.

1. Supervising faculty & graduate students will provide feedback on how they are able to watch their counseling DVDs when they have formal supervision together. Practicum students are required to have 1 hour of formal supervision with a faculty member per week.
2. Presentation of counseling cases during Practicum and Internship classes is an important part of the teaching process. A working DVD that could be stopped at crucial points where faculty could provide feedback would be invaluable. Faculty members will be asked to sign a log each time the equipment is used for this purpose. There are NO DVD players with this capability within the College currently.
3. Providing Internet access will immediately make it easier for graduate student counselors to do research on their prospective and on-going clients. Students will be asked to document Internet usage to their supervising faculty member during formal supervision.

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 #1 states that to gain/retain accreditation for each eligible degree program, by a Board of Regents approved national accrediting agency ... Northwestern's SPS program is accredited by CACREP, which is very specific about handling the confidentiality of client data. In this case, these upgrades will be very important, as the SPS program begins its self-study for the reaccreditation visit in 2010.

Objective #3 stipulates that we are to develop and implement a system of resource commitment and allocation in order to increase excellence in academic and professional programs. Funding of this project would provide replacing totally outdated technology for direct use by graduate counseling students who are completing required coursework within the SPS and School Counseling programs. Overall, this project addresses a long-standing need and provides the

opportunity, by upgrading the technology, to have a state of the art Counseling Clinic within the TEC at a very reasonable per student ratio.

Promoting the use of technology to augment instruction, strengthen communication, and improve services is a Major Goal (#10) in the College of Education's Technology Plan. Another Major Goal (#6) is to develop innovative, non-traditional methods of instruction. Faculty in the SPS and School Counseling program are attempting to meet those goals with limited resources and out of date equipment. The funding of this initiative would be a significant step forward in attaining these two goals for the SPS/School Counseling unit. It will provide the graduate students in these programs the training and technology resources they need in order to become professional counselors. Further, by providing these graduates with updated technology resources, the undergraduate students who come to the Counseling Clinic for counseling each Spring (approximately 400 client visits) also receive the benefit of this investment in learning.

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.

Due to the unique and numerous restrictions imposed by CACREP (the accrediting body) regarding the professional preparation of graduate counselors (audio/video recordings of all sessions are required; all case & paperwork must be done in the Clinic, etc.) coupled with the push to incorporate more technology into the SPS and School Counseling programs in general, this project would have a significant impact on these two programs. Although the request may seem small in relation to others, the long-term impact will be disproportionately large.

Because CACREP restricts practicum class size to 5 graduate students per section, typical Spring Counseling Clinics average 7-15 counseling students. During the Spring '08 Clinic, there were 9 graduate counselors. They had approximately 360 client visits with NSU students. Therefore, on average, most Spring semesters will yield about 10 graduate counseling students, who will have approximately 400 client visits. Over a five year period, that would accumulate to approximately 50 graduate counselors and 2000 client visits.

The current equipment is old, out-of-date, totally inadequate, and just broken in some cases. As previously stated, we are going to be given a TV monitor --- however, we have no DVD player; We currently have one small printer that is not networked and that works only sporadically (all of the others are broken down), and none of our equipment will play counseling session DVDs. There is no access to a copier after 4:30. These are our most pressing challenges and the justification for funding this initiative.

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. Mary Lynn Williamson
Associate Professor &
Program Coordinator, SPS/School Counseling
College of Education

As the author of this grant and Coordinator for the SPS/School Counseling academic unit, it would typically fall to Dr. Williamson to follow through on this project all the way through installation, set-up, and operation. Dr. Williamson is also one of the Faculty Supervisors for the Counseling Clinic, so she has first hand knowledge of how bad things currently are and what needs to be done to correct the problem. While Dr. Williamson will be the point person for the implementation of this project, other faculty members in the department will also be involved,

Dr. Gerra Perkins Assistant Professor School Counseling	Dr. Paula Christensen Associate Professor Counseling/SPS	Dr. Henrietta Williams Pichon Assistant Professor Student Personnel Services
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8. Describe any personnel (technical or otherwise) required to support the project/initiative.

The Educational Technology faculty and graduate assistants in the College of Education can provide any needed additional technical support for this initiative.

9. Provide a schedule for implementation and evaluation.

The Counseling Clinic operates during the Spring Semester each year. In addition, we must do the self-study associated with the units' reaccreditation visit in the Spring of 2009. Therefore, should we be fortunate enough to receive approval for this project, if it could be funded during the 1st round of appropriations, that would allow time to get the upgrades in place sometime during the Spring semester, when the Clinic is in operation..

Implementation Schedule

December '08 --- Project Approved
December '08 --- Request Wiring of Room D103B
December '08 --- Order all equipment
January '09 --- Equipment arrives & software installed on computers
February '09 --- All equipment delivered to TEC & installed
March '09 --- New Counseling Clinic becomes operational

Evaluation

At the end of the Spring 2009 and 2010 semesters, both faculty and graduate counseling students will complete an assessment survey indicating satisfaction, usefulness, and effectiveness, of the newly refurbished Counseling Clinic.

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

This initiative would replace the existing, inadequate computers, printers and software with new systems which have a 5 year life expectancy, dependent upon the rate and nature of changes within the industry. The same 5 year life span has also been projected for the DVD player, although that may be optimistic.

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 Counseling Clinic (TEC Bldg., D103B) is a secure room, which is always kept locked, except when the Clinic is open. The door locks with access by a key held by the area Administrative Assistant. There is a second, back-up key, held in a private place. The clinic is in a direct line-of-sight of this author and other faculty offices. When the Clinic is open, the room and the equipment are monitored continuously by SPS/School Counseling faculty. All equipment will remain permanently in place and will not be checked out or moved around.

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

BUDGET FOR COUNSELING CLINIC (TEC, D103B)

1. Hardware

<u>Item</u>	<u>Qty.</u>	<u>Unit Price</u>	<u>Total Price</u>
Computer Workstation	7	\$1174.24	\$8,219.68
Laser Printer/ Copier/Scanner	1	\$521.25	\$521.25
DVD Player	1	\$59.99	\$59.99
Sub-Total Hardware =			\$8800.92

2. Software

<u>Item</u>	<u>Qty.</u>	<u>Unit Price</u>	<u>Total Price</u>
Office Professional Plus	+ 7	\$52.02	\$52.02 364.14
Sub-Total Software =			\$52.02

3. Wiring

<u>Item</u>	<u>Qty.</u>	<u>Unit Price</u>	<u>Total Price</u>
Wiring for Internet Access	1	\$1832.75 (lowest quote)	\$1832.75
Sub-Total Wiring =			\$1832.75

TOTAL QUOTE = ~~\$10,685.69~~
\$10,997.81

Cost Effectiveness (Student Impact per dollar spent per year):

2050 students over 5 years == per student per year = \$1.04

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).



Close

Dell recommends Windows Vista® Business.

View/Print Cart

Print Page

Northwestern State University

Description



OptiPlex 755 Small Form Factor

Date & Time: October 09,2008 1:28 PM CST

SYSTEM COMPONENTS

OptiPlex 755 Small Form Factor	Qty	7
Intel® Core™ 2 Duo Processor E8400 (3.0GHz, 6M, VT, 1333MHz FSB), Genuine Windows Vista® Business Downgrade, XP Professional Installed,E	Unit Price	\$1,174.24

Catalog Number: 25 E1136

Module	Description	Show Details
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OptiPlex 755 Small Form Factor	Intel® Core™ 2 Duo Processor E8400 (3.0GHz, 6M, VT, 1333MHz FSB)	
--------------------------------	--	--

Operating System(s)	Genuine Windows Vista® Business Downgrade, XP Professional Installed,E
---------------------	--

File System	NTFS File System for all Operating Systems
-------------	--

Memory	2.0GB DDR2 Non-ECC SDRAM, 800MHz, (1DIMM)
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Keyboard	Dell USB Keyboard, No Hot Keys
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Monitors	Dell 17 inch UltraSharp™ 1708FP Flat Panel, Adjustable Stand, VGA/DVI
----------	---

Video Card	256MB ATI Radeon HD 2400 Pro, Single Monitor (1 DVI/1 TV-out), full height
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Boot Hard Drives	80GB SATA 3.0Gb/s and 8MB DataBurst Cache™
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Floppy Drive and Media Reader	Dell 19 in 1 Media Card Reader
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Mouse	Dell USB 2-Button Optical Mouse with Scroll, Black
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Basic Systems Management Mode	Intel® vPro™ Secure Advanced Hardware Enabled Systems Management
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Removable Media Storage Devices	8X Slimline DVD+/-RW Roxio Creator™ CyberlinkPowerDVD™
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Speakers	No Speaker, OptiPlex
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Resource CD and DVD	No Resource CD
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Dell Energy Smart	Dell Energy Smart Enable
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Security Hardware	Chassis intrusion switch option
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Hardware Support Services	5 Year Basic Limited Warranty and 5 Year NBD Onsite Service
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Installation Support Services	No Onsite System Setup
Ship Packaging Options	Shipping Material for System, Small Form Factor
Mouse Pad	Mouse Pad
Processor Branding	vPro Sticker
Labels	Vista Premium Downgrade Relationship Desktop
TOTAL:\$8,219.68	

	Total Price
Sub-total	\$8,219.68
Shipping & Handling	\$0.00
Total Price¹	--

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Large Text
sn ECM1

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 _____

SubTotal	\$52.92
Shipping & Handling	
Taxes State	
TOTAL	\$52.92

Shipping Date

Approval

Date _____
 Order No _____
 Sales Rep Laurie Conrad
 Ship Via _____

Notes/Remarks

Mary Lynn Williamson

From: Jennifer Long
Sent: Monday, October 27, 2008 11:16 AM
To: Mary Lynn Williamson
Subject: RE: Good Morning

Importance: High

Here you go.

If you use the Multifunction printer/copier you do not need to request a printer...this does it all.

ICMF4150 Laser Multifunction Duplex Printer/Copier/Super G3 FAX color scanner – price: \$521.25
Specs.

- ICMF4150 Laser Multifunction Duplex Printer/Copier/Super G3 Fax/Color Scanner.
- Single cartridge system for virtually maintenance-free performance.
- Starter toner cartridge included.
- Copies per Minute (Letter) - 21.
- Reduction/Enlargement - 50%-200%.
- Zoom Increments - 1%.
- Warm-Up Time - 9 seconds.
- Energy Savings Automatic Shutoff.
- Maximum Original - 8-1/2 x 17.
- Paper Input Capacity - 250-sheet cassette, single-sheet tray.
- Auto Document Feed - 35 sheets.
- Letter Paper (8-1/2 x 11).
- Legal Paper (8-1/2 x 14).
- Maximum Copies - 100.
- Size - 15-1/5w x 20-7/10d x 17-7/10h.
- Shpg.
- Wt. - 39 lbs..
- Manufacturer's Warranty - One-Year Limited.
- Replacement Cartridge - CNM0263B001AA (all-in-one toner/drum/developer cartridge).

DVD Player – Sony remote progressive scan, dolby digital DTS, silver - price \$59.99
Specs.

- Sony DVD Player.
- Includes Remote.
- Progressive Scan.
- Dolby Digital/DTS.
- Precision Drive 3 System.
- DVD, CD, MP3 and JPEG Playback.
- NTSC Region One Video.
- Built-In Decoder.
- Audio D/A Converter.
- Virtual Surround Sound.
- Slow Motion Playback with Sound.
- Frame-By-Frame Playback.
- Single Tray.
- Silver.

Thanks.

INDOOR COMPLEX CABLE CONTRACT REGION 4

ESTIMATE FOR

Agency Northwestern State University
 Dept. Address 200 Sam Sibley Dr
 City, Zip Natchitoches, La
 Scope TEC tech fee pod d

Date 10/17/2008
 Contact Dale Martin
 Phone # 357-5881
 Fax # 357-6881
 Email dale@nstate.edu
 Engr.#

DISCLAIMER: While OTM has made a reasonable effort to review the accuracy of the information contained in these spreadsheets, OTM does not guarantee the absolute 100% accuracy or integrity of this information. The user is hereby cautioned that the unit prices in this document are subject to change due to approved price reductions. OTM does not warrant the completeness, accuracy or fitness for it's intended use by the end user, if in doubt of price accuracy, please contact State Purchasing or OTM.

REGION 4	REGION 4	REGION 4
State Contract Number	State Contract Number	State Contract Number
407226	407224	407227

Line Item Description	UNIT	Estimated Quantity	AR/Palermo			Black Box			Comnet		
			Unit Price	Extended Price	Unit Price	Extended Price	Unit Price	Extended Price	Unit Price	Extended Price	

INFRASTRUCTURE / PATHWAY UNITS											
1190	Surface Raceway Wall, 3/4" Wide, 5 Ft. Length, Material	X	14	7.50	105.00	6.90	96.60	7.19	100.66		
1191	Surface Raceway Wall, 3/4" Wide, 5 Ft. Length, Labor	X	14	5.25	73.50	5.65	79.10	6.50	91.00		
1212	Outlet Box, Surface Mount, Single-Gang, Material	X	7	8.75	61.25	4.35	30.45	4.56	31.92		
1213	Outlet Box, Surface Mount, Single-Gang, Labor	X	7	5.00	35.00	4.90	34.30	6.50	45.50		

INDOOR PLANT UNITS											
FIBER OPTIC UNITS											
VIDEO SYSTEM UNITS											
DATALAN UNITS											
5017	CAT-5E Cable Run, UL-CMP Plenum, Material	X	14	57.00	798.00	60.85	851.90	58.67	821.38		
5018	CAT-5E Cable Run, PVC/Plenum, Labor	X	14	45.00	630.00	48.00	672.00	45.00	630.00		
5072	Patch Panel, CAT-5E 110, Rack Mount, 24 Port, Material	X	1	120.00	120.00	133.35	133.35	116.32	116.32		
5080	Patch Panel, Rack or Wall, Any Size, Labor	X	1	10.00	10.00	12.00	12.00	11.00	11.00		

MISCELLANEOUS LABOR AND SERVICE UNITS

SPECIAL UNITS

			Subtotal	\$1,832.75	\$1,909.70	\$1,847.78
			Total Materials	\$1,084.25	\$1,112.30	\$1,070.28
			Total Labor	\$748.50	\$797.40	\$777.50
			TOTAL ESTIMATE	\$1,832.75	\$1,909.70	\$1,847.78

This Itemization is an ESTIMATE of work to be performed as stated in Section 6.2.3 "Orders" of the contract. Actual work performed will be itemized on the invoice. In no case will the actual work performed exceed the TOTAL DOLLAR AMOUNT of the Release Order, UNLESS A CHANGE ORDER IS ISSUED for the additional work.



October 31, 2008

To the Selection Committee:

The acquisition of seven computer workstations, a printer/copier, network wiring in Room D103B of the TEC and a DVD player would fill a critical need for our SPS/School Counseling Program. It will sufficiently outfit the Counseling Clinic with the technology needed to function on a daily basis and it will help the SPS program begin for reaccreditation in 2010.

The use of this upgraded Counseling Clinic requested from the funding provided by the Student Technology Fee Funds will provide our counseling students with the ability to access technology necessary in their training to become professional counselors. By improving the technology in the Counseling Clinic, services will also be improved to the approximately 400 students each Spring who take advantage of the free Counseling Clinic run by our graduate student Counselors.

Promoting the use of technology to augment instruction, strengthen communication, and improve services is a major goal in the College of Education's Technology's Plan. The funding of this initiative would be a significant step forward in attaining this goal for the SPS/School Counseling unit. Further, this initiative allows for continuation of hands on learning experiences with technology for our students.

I sincerely hope that this request is funded. The College of Education believes that its students have a unique need in that they must be able to integrate technology as a tool for enhancing the teaching/learning process. The fulfillment of this grant will aid in achieving this goal.

Respectfully,

Vickie Gentry, Ph.D.
Dean, College of Education



Provost & Vice President for Academic Affairs

Telephone (318) 357-5361
FAX (318) 357-4517
E-mail vpaa@nsula.edu
www.nsula.edu/provost/

Northwestern State University
Natchitoches, Louisiana 71497

A Member of the University
of Louisiana System

October 29, 2008

To: Student Technology Grant Committee

The acquisition of upgraded hardware, software, and instructional media for the Student Personnel Services practicum clinic is critical in providing academic excellence within the program and will advance the teaching/learning process within the mission of the College of Education and the University.

The use of this upgraded technology will provide students within the program a state of the art Counseling Clinic and will augment instruction, strengthen communication, and improve the direct counseling services they provide to undergraduate students.

This technology is important in advancing the University's technology plan. It aligns with the NSTEP Objectives in that it will help the SPS program retain accreditation by the national counseling accrediting body, CACREP, and it will address a long-standing need by developing and implementing a system of resource commitment and allocation in order to increase excellence in academic and professional programs.

I support this initiative and believe funding to be critical to the program's continued academic excellence. The fulfillment of this grant will be a significant step forward in providing the graduate students in this program the training and technology resources they need in order to become professional counselors.

Sincerely,

Thomas Hanson
Provost &
Vice President
Academic & Student Affairs