

Student Technology Fee  
Grant Proposal Request Form  
Fiscal Year 2011-12  
Northwestern State University of Louisiana

FF 20/2.023  
S-27601  
ct.#2  
86.6

**ALL BLANKS MUST BE FILLED COMPLETELY**

Prepared by: Catherine C. Fauchaux, LCSW For: Office of Disability Support & Tutoring

Department/Unit: Office of Disability Support College: Student Affairs Campus: Natchitoches

Which NSTEP Goals/Objectives does this project meet? Goal #1 and Objective #1

Requested equipment will be located/installed/housed? Building Library(92)Room 113

Does the department requesting funding receive lab fees? (circle one) YES/NO

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

Which individual will be responsible for property control of the requested equipment?

Signature: Catherine C. Fauchaux Date: 10/31/11

Proposal Requested Amount: \$ ~~2813.33~~  
2,904.37 Budget Attached (circle one) YES/NO

Proposal delivered to Student Technology/located in Watson Library, Room 113. Date \_\_\_\_\_

The 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.

- |   |
|---|
| <p>1. Describe target audience.<br/>All students registered with the Office of Disability Support. There are approximately 350 students with Disabilities attending classes on main campus. Of these 350, more than half will benefit from the access to and utilization of the Livescribe Echo Smartpens and digital recorders.</p>  |
| <p>2. Describe project/initiative for which you are requesting funds.<br/>The Livescribe Echo Smartpens will be used by disability students needing assistance with note taking. A peer note taker can take the notes using the pen and the transcription can be uploaded onto the computer for immediate reading/review. They can be used by the hearing impaired students because they pens can record the lectures and information will not be missed.<br/>The Digital Recorders are available to those students who have hearing impairments, learning disabilities and difficulties with concentration. The recorders will also benefit the auditory learning style students. The pens and recorders will strongly impact the application to the teaching/learning process for these students.</p> |

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

Impact -1: 25% of students with disabilities will utilize this technology.

Impact -2: Equipment will assist with meeting and maintaining ADA standards.

Effectiveness -3: The number of students utilizing the Office of Disability Support will increase by 25%

Effectiveness-4: retention – 65% of ODS students utilizing the equipment will continue in college.

4. Indicate how each project objective will be evaluated.

Objective 1 will be collected and reported on from the checkout policy implemented by the Student Technology Department.

The Office of Disability Support will monitor and supervise the students through retention efforts such as tutoring, supervised study hall, class attendance and monitoring of grades. The ODS will communicate with appropriate instructors to insure retention efforts.

The ODS will review data to determine if objectives have been met and if modifications are necessary.

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?

According to the NSTEP this funding will meet the following objectives: 1

Objective 1 – To improve access to technology by students, faculty and staff at NSU.

This funding will advance the University technology plan by providing the students with disabilities with more updated technology and equipment in order to promote student success. It will contribute to a welcoming and equal learning environment in which learning can take place. The pens and recorders will strongly impact the application to the teaching/learning process for these students

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.

Many of the ODS students need note takers and scribes in order for them to have equal access to classroom information. The Office of Disability Support does not have a budget to support paying note takers and scribes. A cost effective and reasonable alternative is have the Smartpens and digital recorders available for the ODS students to check out and use throughout the semester. Many of the ODS students have great difficulty with social interaction and asking someone else for notes can be very intimidating. The students with learning disabilities, behavioral issues and physical limitations will greatly benefit from being able to maintain their independence and utilizing this equipment.

Approximately 350+ students with disabilities will now have a more and equal access to classroom success.

The technology will also assist in keeping the University ADA compliant.

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.

Catherine C. Fauchaux, LCSW – Director of Disability Support and Tutoring

Jennifer Long Martin – Director of Student Technology

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

Catherine C. Fauchaux, LCSW – Director of Disability Support and Tutoring

Jennifer Long Martin – Director of Student Technology

9. Provide a schedule for implementation and evaluation.

<p>November – identify and order equipment  December/January – receive and set up equipment  **Students will have immediate access to the new equipment. Student checkout is available in the Student Technology Lab located in room 113 of the Library. Checkout time is Tuesday, Wednesday and Thursday's between the hours of 1 and 3pm.  Evaluation of the data for the objectives will be collected and evaluated at the end of each semester and modified as needed.</p>
<p>10. Estimate the expected life of hardware and software. Explain any anticipated equipment/software upgrades during the next five years.  The estimated life expectancy is 3-5 years. Upgrades will be necessary as technology advances and with the expectation of the changes in the student population.</p>
<p>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 plan and policy is that the Office of Disability Support will work with the Department of Student Technology in supervising the use of this equipment. The Student Technology office will oversee the student checkout – it is the same policy that they are currently utilizing. Checkout is Tuesday, Wednesday and Thursday from 1-3pm throughout the course of the semester.  The Office of Disability Support will identify and approve the students with disabilities who are eligible to utilize the equipment. The ODS will communicate with the ST office about these eligible students.</p>
<p>12. Does the department that is requesting equipment receive lab fees? If so, please provide a justification for requesting funds from tech fee funds over using lab fees from your department. The Office of Disability Support has a very limited budget and we do receive any money from lab fees.</p>
<p>13. Attach a detailed budget.  Please see attached budget and quotes.</p>

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:

- \_\_\_\_\_ Is all information requested provided (items 1 – 13)?
- \_\_\_\_\_ Is a detailed budget attached?
- \_\_\_\_\_ Is all specifications, description, model number, quotation, cost, state contract number, and vendor provided for each item?
- \_\_\_\_\_ Are your two (2) letters of support attached?
- \_\_\_\_\_ If equipment is to be checked-out/loaned, is your policy attached?



7677 Oakport Street  
 Oakland, CA 94621  
 (510) 777-0071  
 (510) 777-0159  
 Fed ID # 20-8005730

**Date:**  
 10/31/2011

**Sales Quote #**  
 111031-1

**Bill To:**

Northwestern State University  
 240-A Student Union, NSU  
 NSU Box 5251  
 Natchitoches, LA

**Ship To:**

Northwestern State University  
 240-A Student Union, NSU  
 NSU Box 5251  
 Natchitoches, LA

Qty	Stock #	Description	Unit Price	Total
3	ANA-00024	3-Subject Notebook #1	\$7.95	\$23.85
3	ANA-00025	3-Subject Notebook #2	\$7.95	\$23.85
3	ANA-00026	3-Subject Notebook #3	\$7.95	\$23.85
3	ANA-00027	3-Subject Notebook #4	\$7.95	\$23.85
7	APX-00007	8GB Echo Pro Pack	\$249.95	\$1,749.65
2	ARA-00004	Blue Fine Point Ink Refill 5-pack	\$5.95	\$11.90
Subtotal				\$1,856.95
Shipping				\$92.85
Sales tax rate				
Sales tax on purchase				
<b>Total</b>				<b>\$1,949.80</b>

**Thank you for your business!**

October 31, 2011

Ms. Catherine Fauchaux,

Please find below all pertinent information for the Olympus VN-8100PC voice recorder.

Olympus VN-8100PC voice recorder

- 843 hours of recording time
- 2 GB
- Windows and Mac compatible
- 51 hour battery
- Playback speed control
- File divide function

Price per unit                \$72.98 (\$79.54 with tax)

Price for 12 units        \$954.57 with tax

Prices subject to change.

Christen Landreneau  
Store Manager  
NSU Barnes & Noble Bookstore  
[landreneauc@nsula.edu](mailto:landreneauc@nsula.edu)  
318-357-4473



**NORTHWESTERN STATE  
University of Louisiana**

**Student Services  
and Judicial Affairs**

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**Natchitoches, LA 71497**

Telephone (318) 357-6703

**RE:** *Tech Grant for ADA and Tutoring*

**TO:** Tech Grant Committee

**FROM:** Frances Watkins Conine

A handwritten signature in black ink, appearing to read 'FW Conine', written over the printed name.

**DATE:** October 31, 2011

I am writing in support of the ADA and Tutoring Program at Northwestern State University for funding via a Tech Support Grant. This request is made to assist students with disabilities at NSU.

Funding will allow the office to purchase equipment which will assist students with disabilities to function with greater success in the classroom and their studies. The Office of ADA and Tutoring helps students remain at NSU and reach their educational goals.

Each year, more and more students require assistance from the office of ADA and Tutoring. Grant assistance for ADA and Tutoring provides needed support for worthy students and the Northwestern State University.

Thank you for your consideration.



**NORTHWESTERN STATE  
University of Louisiana**

**Dean of Students  
Assistant Provost for Student Success**

Sylvan Friedman Student Union  
Natchitoches, LA 71497

Telephone (318) 357-5286  
Fax (318) 357-6325

October 31, 2011

Letter of Support; Office of Disability Support and Tutoring

Dear Grant Selection Committee:

It is my pleasure to write a letter of support of the application by our Office of Disability Support and Tutoring. As you may know, this office services a growing number of NSU students with very limited amount of funding. Receiving a student technology grant would make a significant impact on the services that we can offer our disabled students.

Specifically, the Director of Disability Support and Tutoring is requesting Livescribe pens and notebooks for our students. These pens can be used by the students or a note taker for the students. The pens have the capacity to record the verbal part of lectures as well as any notes taken can be uploaded directly to the computer so that it is able to read immediately.

Also, the office is requesting 10 digital recorders. These digital recorders will be used by students with hearing impairments as well as those students who have difficulty with concentration and need assistance while taking notes. It is also very beneficial for students who are auditory learners.

I wish you the best of luck in the selection process and hope that you strongly consider the request by the Office of Disability Services and Tutoring. They are serving a large number of students in need of this technology to aid in their success at NSU. If I can be of any further assistance in this matter, please contact me at [maggioc@nsula.edu](mailto:maggioc@nsula.edu) or 318-357-5286.

Sincerely,

A handwritten signature in cursive script that reads "Chris Maggio".

Chris Maggio, Ed.D.

Dean of Students/Assistant Provost