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Student Technology Fee  
Special Initiative Request Form  
Surplus Funding  
Fiscal Year 2012-13

Northwestern State University of Louisiana

**ALL BLANKS MUST BE FILLED COMPLETELY**

Prepared by: \_\_\_\_\_ For: University Community

Department/Unit: NSU College: \_\_\_\_\_ Campus: Campus Wide

Which NSTEP Goals/Objectives does this project meet? 1, 2, 3, 6, 9

Requested equipment will be located/installed/housed? Building Campus Wide Room \_\_\_\_\_

Are department property policies and procedures in place for requested equipment? N/A

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Proposal Requested Amount: \$ 19,350.00 Budget Attached (circle one): YES/NO

Proposal delivered to Student Technology located in Watson Library, Room 113. Date 4/12/13

**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.</p> <p>The target audience for this initiative will include all students, faculty and staff.</p>
<p>2. Describe project/initiative for which you are requesting funds.</p> <p>To provide a site license for Adobe Acrobat Professional for all students, faculty and staff at all NSU locations. The software is limited to only University machines. This license type does not allow "at home" use on non-University owned systems.</p>

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

The purchase of this software will allow for the creations, editing and reading for Adobe Acrobat documents. Acrobat helps protect documents and provide greater reliability in reading documents in the PDF format. Such areas of use are with Moodle, University websites and email attachments. With the use of the software student, faculty and staff have better control in their document(s) being changed or parts deleted.

4. Indicate how each project objective will be evaluated.

The project will be evaluated by the usage by each student, faculty and staff.

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?

Objective 1: To improve access to technology by students, faculty, and staff at Northwestern State University.

Objective 2: To provide classrooms with updated technology and multimedia.

Objective 3: To upgrade laboratories with modern technology.

Objective 6: To provide a system for maintenance, upgrade, user training, and support of technology that will extend into the future.

Objective 9: To provide and support hardware and software upgrades, new hardware and software for specialized functions, training for technical support personnel.

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.

All students, faculty and staff will benefit from this project. This project is essential for everyone within the NSU community.

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.

Jennifer Long Martin – Student Technology Fee Coordinator

Tracy Brown – Associate Director of Technical Services

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

Jennifer Long Martin – Student Technology Fee Coordinator and staff members will provide the software to all student workstations across the campus communities and classrooms.

Tracy Brown – Associate Director of Technical Services and his staff will work with faculty and staff to implement the software in all areas of their responsibility.

**9. Provide a schedule for implementation and evaluation.**

**April – Receive approval from the committee**

**April/May – Purchase software license**

**May/June/July – Begin software upgrades if needed**

**August/September – Software installed in all locations and areas**

Evaluation will begin as soon as everyone begins utilizing the software.

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

This is a yearly recurring fee to provide Adobe Acrobat to all student, faculty and staff.

**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 software will be downloaded from a secure server by staff personnel with delegated authority.

**12. Attach a detailed budget.**

No quote from vendor budget based on FTE count of 774 at \$25 per FTE = \$19,350.00

Site license for Adobe Acrobat for all students, faculty and staff
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\$ 19,350.00
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