

STUDENT TECHNOLOGY  
GRANT PROPOSAL # 2015.009  
2014 - 2015

5-276-19

TRACY BROWN: ACCEPTED ✓ OPPOSED: \_\_\_\_\_

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_

SIGNATURE: *Tracy B* DATE: 12/4/14

HEATH FITTS: ACCEPTED \_\_\_\_\_ OPPOSED: \_\_\_\_\_

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

SHAWN PARR: ACCEPTED \_\_\_\_\_ OPPOSED: \_\_\_\_\_

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

CHRIS PARISH: ACCEPTED \_\_\_\_\_ OPPOSED: \_\_\_\_\_

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

BRANDON CRAIG: ACCEPTED \_\_\_\_\_ OPPOSED: \_\_\_\_\_

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

RON WRIGHT: ACCEPTED ✓ OPPOSED: \_\_\_\_\_

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_

SIGNATURE: *RW* DATE: 12.9.14

2015.009

Student Technology Fee  
Grant Proposal Request Form  
Fiscal Year 2014-15  
Northwestern State University of Louisiana

**ALL BLANKS MUST BE FILLED COMPLETELY**

Prepared by: Frances Welch For: Student Support Services  
Arts & Letters & Graduate

Department/Unit: SSS/Student Affairs College: Studies & Research Campus: Natchitoches

Which NSTEP Goals/Objectives does this project meet? 1, 3, and 5

Requested equipment will be located/installed/housed? Building Kyser Room 243-B

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: Frances Welch Date: December 1, 2014

Proposal Requested Amount: \$ \$1,378.50 Budget Attached (circle one) (YES) NO

Proposal delivered to Student Technology located in Watson Library, Room 113. Date 12/01/14

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.

**1. Describe target audience.**

- Approximately three hundred (300) NSU undergraduate students who are either
- 1) First Generation (defined as neither parent completing a bachelor's degree;
- 2) Low income, and/or
- 3) Disabled

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

With the expansion of the use of technology, the SSS Computer Lab is often filled to capacity. We would like to update the scanner in the SSS Lab, and add a LED monitor to our tutoring room. This will provide the necessary access to technology and promote student success. The Student Support Services project provides a variety of academic and student services to approximately 300 students. The SSS Staff provide instruction as well as other services to promote academic success. The addition of a scanner and monitor will be used to enhance instruction, workshops, tutoring services, presentations and programming.

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

- Impact:**
1. 50% - 60% of the 300 SSS students will utilize this computer lab 10 times or more each semester.
  2. 70 – 80 first year students will receive instruction in PowerPoint, email etiquette, internet research, Moodle, DegreeWorks, and Connect.
- Effectiveness:**
3. Retention –70% of all SSS Students will continue in college in good standing.
  4. Graduation – 45% of all entering freshmen in the SSS project will graduate within six (6) years.

**4. Indicate how each project objective will be evaluated.**

Data will be collected and analyzed on a monthly basis from the electronic and manual sign-in reports currently being utilized by SSS. Staff will review data to determine if Objective 1 has been met, and dependent upon results will implement changes to ensure objectives are met.

Through workshops and formal instruction, SSS Staff will deliver instruction in targeted areas. Impact of Objective 2 will be measured through participant evaluations, and classroom testing.

The effectiveness of Objectives 3 and 4 will be determined by reports received from NSU Office of Institutional Research. SSS Staff will review data to determine if objectives have been met and if modifications are needed.

**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 Plan, this funding will advance the following objectives:

- Objective 1 – To improve access to technology by students, faculty, and staff at NSU.
- Objective 3 – To upgrade laboratories with modern technology.
- Objective 5 – To upgrade and maintain the campus communication network and infrastructure.

The funding of this project will advance the University technology plan by providing students with more updated equipment and advanced technology which in turn will help to promote student success. With more and more courses being offered online, and our population being required to work, there is a greater need to provide online services. With the addition of the LED Monitor, SSS will be able to provide online tutoring services and instruction.

**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.**

One of the goals of the SSS Program is to foster an environment that will encourage students to utilize our services throughout the academic year. By keeping the SSS lab updated with the latest technology and equipment, it will encourage our project students to regularly utilize the lab, and our other services.

1. Sixty (60) to eighty (80) First Year students will receive technology training in this lab.
2. All SSS students (approximately 300) will have access to this computer lab and the updated equipment. In addition, the SSS Staff and Tutors will offer assistance and workshops on the following:

- ✓ Tutoring in most subjects
- ✓ Access to Moodle/Connect
- ✓ Assistance with advising and registration
- ✓ Instruction in Microsoft Office: Word, PowerPoint, Excel, Publisher.
- ✓ Education and Counseling to improve financial and economic literacy
- ✓ Internet Research
- ✓ Scanning and Printing Capabilities
- ✓ ADA accessibility for our disabled.

3. Unique Needs: First generation, low income students typically come from homes, and sometimes schools with limited access to and training in technology. By updating the SSS computer lab, SSS project students will have access to the latest technology, and will be able to seek out on-going instruction and assistance easily from the professional staff and SSS tutors which are in the immediate area.

**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.**

Frances Welch, Director & Advisor/Instructor  
 Jamie Flanagan, Assistant Director & Advisor/Instructor  
 Danielle Conde, Advisor/Instructor  
 Kimberly Liner, Advisor/Instructor  
 SSS Tutor Coordinator

Each of the individuals listed above (excluding the tutor coordinator) have a Master's degree and serve as instructors of ACSK1010, ACSK1020, OR1030, IDS2000, and UNIV1000. All, including the Tutor Coordinator, have received training on Microsoft applications, Moodle, WebEx, and other programs/applications, thereby being able to provide assistance to those students using the SSS Lab.

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

Support personnel/technicians will be required to set up the scanner and the LED monitor. A technician will be needed to provide occasional support. SSS Tutors, Tutor Coordinator, Desk workers, and SSS Staff will oversee the day-to-day operations.

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

December – Receive notification of funding for equipment  
 January – Order Equipment  
 Feb, Mar – Receive and Setup Equipment  
 May\* – Evaluate usage of equipment and computer lab

Upon installation, all SSS students will have immediate access to the new equipment. This lab is open Monday – Friday, 7:00 am – 5:30 pm with extended, supervised hours upon request, and during final exams.

\*Data for the evaluation of the 4 Objectives will be collected and analyzed at the end of each semester.

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

The estimated life expectancy of the hardware is 5 years. Upgrades will be necessary as technology advances and changes in the student population occur.

**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.**

All Northwestern students utilizing the lab must sign in/out at the lab's front desk, plus swipe their student ID through our tracking system. A desk worker(s) is present to observe student behavior and report any problems to the professional staff, per the established policies and procedures. Staff also regularly monitor the computer lab. When there is no desk worker present, the door to the lab is locked, and students needing access to the computer lab must come to an SSS Staff member to be admitted to the lab.

Equipment will not be checked out or loaned to students, nor will it be moved within the department.

**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 Student Support Service Department does not receive lab fees.

**13. Attach a detailed budget.**

*See attached budget and quotes.*

**14. Attach two (2) letters of support for the project from the following individuals: the requesting department's Dean, the appropriate Vice President or for student request, the SGA President from the requesting campus.**

*Letters of support are attached from:*

1. Dean Frances Conine
2. Provost & Vice President, Dr. Lisa Abney

**DETAILED BUDGET**

<u>Item Number</u>	<u>Qty</u>	<u>Description</u>	<u>Price</u>	<u>Total</u>
Mfg Part # 9622B002 Dell Part # A8039888	1	Canon CanoScan LiDE120 Flatbed Scanner	68.52	68.52
Mfg Part# ICMPFM2T03 Dell Part# A7045946	1	Wall Mount for TV	89.99	89.99
Dell Part# A7591344 Mfg Part# UN40H6350AFXZA	1	Samsung 40 Inch LED Smart TV	719.99	719.99
Electrical Work		Electrical Work, Physical Plant	500.00	500.00
		<b>Total Price</b>		<b>1,378.50</b>



Dell recommends Windows.

## View/Print Cart

Print Page

### Northwestern State University

E-quote Number: 1017484415479

E-quote Name NSU-TF-Grant\_SSS E-Quote Description SSS Tech Fee Grant

Saved By: Alfred Ehlers Phone Number: (318) 357-6482

ehlersa@nsula.edu Purchasing Agent:

Saved On: Thursday, November 20, 2014 Notes/Comments:

Expires On: Monday, January 19, 2015 Additional Comments:

Premier Page Name Northwestern State University

#### Description

Canon CanoScan LiDE120 - Flatbed scanner - 8.5 in x 11.7 in - 2400 dpi x 4800 dpi - USB 2.0



Qty	1
Unit Price	\$68.52

Manufacturer Part# 9622B002  
Dell Part# A8039888

**TOTAL: \$68.52**

Chief ICMPFM2T03 Universal Low-Profile Wall Mount for 26-inch to 42-inch TV

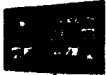


Qty	1
Unit Price	\$89.99

Manufacturer Part# ICMPFM2T03  
Dell Part# A7045946

**TOTAL: \$89.99**

Samsung 40 Inch LED Smart TV UN40H6350 HDTV



Qty	1
Unit Price	\$719.99

Manufacturer Part# UN40H6350AFXZA  
Dell Part# A7591344

**TOTAL: \$719.99**

#### Total Price

Sub-total	<b>\$878.50</b>
Shipping & Handling	\$0.00
Tax*	\$79.07

\*Exemptions reflected in final checkout page only

Total Price<sup>1</sup>

**\$957.57**

In the event that you are subject to a tax holiday, you will not be charged tax.

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# NORTHWESTERN STATE

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## Dean of Students

Natchitoches, LA 71497  
O 318.357.5286  
F 318.357.6325  
studentaffairs.nsula.edu

Date: November 18, 2014

To: Jennifer Long  
Coordinator of Student Technology

From: Frances Watkins Conine  
Dean of Students

Re: Student Support Services Technology Grant

I am writing in support of the Student Technology Grant for Student Support Services. The request is made so that SSS may enhance and improve their current student lab.

As you know, SSS is requesting five new desktop computers, a new scanner, and a 40" flat panel screen. This new equipment will assist and support the students served in this project.

Student Support Services provides 300 low income, first generation college students, and disabled students with intensive academic and student services. Recent data from the SSS Office shows that the computer lab served over 150 students totaling over 1000-recorded contacts in an academic year.

Instructors in SSS assisted students in basic word processing, Power Point presentations, use of Moodle, and internet research for classes. Through this lab, students from disadvantaged backgrounds are able to meet their academic goals.

The University technology grant illustrates a significant element of financial support and commitment to the Student Support Services Grant by Northwestern State University.

Thank you for your consideration.



Provost & Vice President for Academic Affairs


Telephone (318) 357-5361  
FAX (318) 357-4517  
E-mail [vpaa@nsula.edu](mailto:vpaa@nsula.edu)  
[www.nsula.edu/provost/](http://www.nsula.edu/provost/)

Northwestern State University  
Natchitoches, Louisiana 71497

A Member of the University  
of Louisiana System

November 14, 2014

TO: Student Technology Grant Committee

FROM: Lisa Abney, Provost & Vice President   
Academic & Student Affairs

RE: Letter of Support for the Student Technology Grant for  
Student Support Services

I am writing to endorse the Student Technology Grant request submitted by the Student Support Services Department. This area is part of Student Affairs.

The funding provided by this grant will be used to upgrade the lab and existing technologies where students learn the fundamentals of computer use to enhance their academic experience. Students are instructed in word processing, internet research, Power Point presentations, as well as the use of Moodle. The new equipment also will be used to enhance workshops and presentations given by SSS personnel.

Student Support Services serves the most disadvantaged group of students at Northwestern. Over half of the students served by this program have used the existing computer lab, with most of them being repeat users. The current lab has contributed to the program's excellent retention and six-year college graduation rate. This new technology will enhance their efforts to retain and graduate even more students, a priority under the GRAD Act.

I appreciate your consideration of the Student Technology Grant proposal by Student Support Services.

LA/mms