FY04 Technology Fee Proposal

Submitting Organization: Student Services
   Major Unit: Counseling Center
   Department: Testing Office

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   Telephone: 404/651-2211

1. Project Short Title:

   Replacement of 6 Testing Office computers

2. Total Requested:

   Fiscal Year 2004
   $9,600

3. Executive Summary:

   Six computers are currently used in the Testing Office laboratory for testing
   students and prospective students for the following: admissions, course
   placement, course proficiency, psychological assessment, and assessment in web
   based courses. In some cases the software supporting the above functions
   requires operating systems that are more current (Windows 2000 and XP) than
   that supported by the current equipment. The number of students and the
   diversity of software/hardware needs continue to grow with current software
   requirements already approaching the limitations of existing hardware.

Project Description:

   The Testing Office offers an array of testing support to applicants, students and
   graduates of GSU. From admissions to graduation and even through licensing and
   certification for many professional programs and careers, the Testing Office strives to offer
   a comprehensive testing program and environment that provides accessibility, comfort,
   and security. It is believed that the services provided directly assist the GSU community in
   guiding and facilitating learning which in turn support the achievement of professional and
   personal goals.

   The conversion of testing from paper-based to computer-based is widespread and the
   technical demands for supporting new and revised software are challenging. A large
majority of students are understandably stressed when entering a testing situation and should not have the worry nor the experience of the system crashing, an audio or video component not functioning, nor the workstation locking up during a test. In the Testing Office lab, the current equipment meets only the minimum criteria for some of the software used and adverse situations arise as a result of not operating at optimal level.

The six workstations currently in the Testing Office lab are quickly approaching obsolescence and will not be able to support many of the programs currently supported as upgrades occur and become more sophisticated. The Testing Office is not able to rely on reserving space in computer lab classrooms around campus as has been done in the past since such space is in great demand by academic classes. The project proposed is to adequately upgrade the six computers so that the department may fully support the current and future demands of testing functions and allow students to have greater accessibility to the offerings and improved service in terms of more reliable technology for the computer delivered testing environment.

4. Record the review numbers assigned by UCCS and Facilities. Their assessments must be included in Sections 15 and 16.

<table>
<thead>
<tr>
<th>UCCS: #03-071</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facilities: #13787-03</td>
</tr>
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</table>

5. Relevance to Regents Guidelines

This proposal is directly relevant to guideline #1: Technology fee revenues should be used primarily for the direct benefit of students to assist them in meeting the educational objectives of their academic program, and guideline #3: Technology fee revenues should be used for hardware and network related expenditures that include support of general purpose or special purpose laboratories used by students for body productivity and more discipline related activities.

6. Relevance to Strategic Plan(s)

The first strategic initiative in the current University Strategic Plan (2000-2005) includes focus on providing supportive services with reliable physical and technological infrastructures. This project would support this initiative because it provides services directly to students and the reliability of the current technological conditions are in need of upgrading. The Testing Office responsibilities as noted in the project description above have a direct link to services that would enhance learning and scholarship, as well as recruitment to a diverse population, including both the traditional and non-traditional applicants.

7. Impact on Students Served
Approximately 50 students/applicants per week are currently tested in the Testing Office lab. These include non-traditional applicants taking COMPASS to fulfill admissions requirements, incoming freshmen and transfer students taking a mandatory math placement exam, undergraduate students taking proficiency exams attempting to exempt courses, clients of the Counseling Center taking career and psychological assessments, and graduate and undergraduate students taking web-based course exams under a proctored environment. The Testing Office lab is generally available 8:30am-5:15pm Monday-Friday; however, due to the nature of the services and the need for security and a controlled environment, students are restricted access and appointments for testing are generally required.

8. Justification of Funding Requirements for Fiscal Year 2004

<table>
<thead>
<tr>
<th>Object of Expense</th>
<th>Itemized Descriptions</th>
<th>Quantity</th>
<th>Per Unit Price</th>
<th>Extended Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Equipment</td>
<td>Standard Windows/Intel Instructional/Workstation</td>
<td>6</td>
<td>$1600.00</td>
<td>$9,600.00</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td></td>
<td></td>
<td>$9,600.00</td>
</tr>
</tbody>
</table>

9. Consequences of Partial Funding

*Only 75% funded:* State specifically whether or not the proposed project would remain viable. If the project would remain viable, itemize and total the following categories of expense at 75% funding in the Microsoft Excel spreadsheet below.

If 75% of the project is funded, only 4-5 of the current workstations will be upgraded leaving 1-2 workstations limited in functionality.

If upgrades were not available for all 6 machines, tighter scheduling of services would be necessary and student wait-time for services would increase. Currently, there are no project items that would be cut; however, if full funding is not granted, further expansion of services (e.g., testing for specific academic departmental needs currently under consideration) would be denied or greatly limited.

*Only 50% funded:* State specifically whether or not the proposed project would remain viable. If the project would remain viable, itemize and total the following categories of expense at 50% funding in the Microsoft Excel spreadsheet below.

If 50% of the project is funded, only 3 of the current workstations will be upgraded leaving 3 workstations limited in functionality.

If upgrades were not available for all 6 machines, tighter scheduling of services would be necessary and student wait-time for services would increase. Currently, there are no project items that would be cut; however, if full funding is not granted, further expansion of services (e.g., testing for specific academic departmental needs currently under consideration) would be denied or greatly limited.
10. Standard Dollar Amounts

In constructing the budgetary requests in Sections 8 and 9 above, computer workstations should be budgeted at the following levels:

- Windows/Intel processors workstation, including monitor: $1,600
- Apple Macintosh models: $3,000

Requests departing from the above standard amounts require documentation of the specific programmatic need that requires departure from this standard. (See Attachment 2: Standard Windows/Intel instructional workstation.) Please explain any requested departures below:

**No departures from Standard Dollar Amounts are requested.**

11. Standard Replacement Thresholds

All equipment being requested due to obsolescence or inadequacy of existing equipment must be itemized on the form provided in Attachment 3: Itemization of Equipment to be Replaced. Each item for which replacement funding is being requested will be in one of the following two categories:

a) **If the equipment to be replaced is less than 500 Mhz processor speed, this equipment is considered obsolete due to a university-wide standard.** This standard of minimum performance has been set based on requirements for operating the current operating systems and office suites. The proposal submitter must state that the university minimum performance criteria are being used.

   Five of the computers qualify for replacement as they fall below the minimum performance criteria.

b) **If the equipment to be replaced exceeds the university minimum of 500 Mhz, the proposal submitter is required to document specific quantitative performance requirements that warrant the replacement of such equipment.** The equipment’s inability to perform specific functions must be identified. Also, a statement is required explaining why the performance of such functions is critical to the continued functioning of the facility in which the equipment is located. See Attachment 4: Equipment Exception Replacement Form, which must be completed for all replacement equipment that exceeds the university standard threshold of 500 Mhz.

   See Attachment 4 for justification of replacement of 1 computers that does exceed the university minimum standards but falls below criteria of needed performance.

12. Prerequisite, Non-Technology Fee Funding

No prerequisite non-technology fees as this project is already in place, albeit with limited capacity.

13. Matching Funds

No matching funds.
14. Staffing and Other Support Availability

The services particular to this project are supported within the Testing Office/Counseling Center. In addition to the Associate Director of Counseling, there are two staffpersons (Psychometrist and Administrative Specialist) whose responsibilities include scheduling and overseeing the administration of computerized tests in the Testing lab.

15. Space Availability and Impact on Facilities

The Testing Office lab is currently located in rooms 301-302-303 Counseling Center. Room 301 houses 1 workstation and a set-up for a 12-seat paper-pencil testing facility; room 302 houses 2 workstations in a dual computer/paper-pencil arrangement; and room 303 houses 3 workstations along with 3 additional paper-pencil desks. No renovations are requested at this time.

No construction/renovation requirements as the upgraded equipment will be located in the same space as the current equipment.


No added service required on the University’s computing/networking infrastructure since the requested upgrade of equipment can be supported by existing network connections.

17. Post-Project Assessment Criteria

Currently, one of the six workstations is so outdated (Windows 95, Pentium I) that it can support only one specialized application and none of the current Microsoft Office Suite. Additionally, the other 5 machines (Windows 98, Pentium II) barely meet the minimum criteria to support the services currently provided. A project outcome would be to have all six workstations operating above the minimum criteria for all applications utilized or being considered.

18. Review and Acknowledgements
GEORGIA STATE UNIVERSITY  
Technology Fee FY 2004  
Itemization of Equipment to be Replaced  
Due to Obsolescence or Inadequacy

**Unit:** Testing Office/Counseling Center  
**Proposal Submitter:** Marolyn Wells  
**Proposal/Award Title:** Replacement of 6 Testing Office Computers  

If this proposal includes a request to replace old equipment with newer equipment due to obsolescence or inadequate performance, please itemize the specific machines or software to be replaced.

<table>
<thead>
<tr>
<th>Station Number</th>
<th>GSU ID</th>
<th>Serial No.</th>
<th>Current Room Location</th>
<th>Make</th>
<th>Model</th>
<th>CPU</th>
<th>Mhz</th>
<th>Manu. Date</th>
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<tr>
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<td>123404</td>
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<td>CC 301</td>
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<td>Optiplex GM5100</td>
<td>Pentium</td>
<td>133</td>
<td>1996</td>
</tr>
</tbody>
</table>
Specify the performance criteria used to determine need to replace equipment. Be sure to indicate the software that must run effectively on the specific machines and the associated performance level (responsiveness, etc.) required for the software to be effective.

The College Level Exam Program (CLEP) is a major, national computer-based testing program available to students to assess knowledge for granting course proficiency. The GSU Testing Office will test up to 30 students per week for this program. With many of the tests, there are audio and graphical components that are integral parts of the exam. The exams are timed (90 minutes) and when the systems lock up or crash, the students are penalized by loss of time or total void of test. A successful test administrator will be characterized by no pauses in processing and a rapid progression from item to item.

Explain how the performance criteria listed above relate to your unit’s organizational mission and its ability to deliver the intended service effectively.

The GSU Testing Office is a national/open test site for administering the CLEP program. The Testing Office strives to offer an environment that provides accessibility, environmental comfort, test security, and a reliable platform for computerized test delivery. It is believed that the services provided directly assist the GSU community in guiding and facilitating learning which in turn support the achievement of professional and personal goals.

Identify the specific minimum hardware or software required to have the equipment or systems perform to the level identified in the criteria above.

Pentium III 866 Mhz or higher; Windows 98, 2000, NT 4.0, or XP Professional