FY04 Technology Fee Proposal

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

Contact Person: Marolyn Wells, Ph.D.
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Telephone: 404/651-2211

1. Project Short Title:

| Replacement of 15 Counseling Services Computer Workstations |

2. Total Requested:

| Fiscal Year 2004 | $24,000 |

3. Executive Summary:

<table>
<thead>
<tr>
<th>Project Description (three or four sentences)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Three obsolete computer stations are currently used for the purposes of administering computerized assessments to over 1500 GSU students a year seeking counseling services. Additionally, 12 stations are being used for training 25 graduate psychology practicum students in the processes of triaging and conceptualizing client problems, developing treatment plans and maintaining legally required client records, including intake assessments, progress notes, and termination summaries. Graduate students thus use these computer stations as instructional tools for discipline related activities while students seeking services use 3 computer stations for the administration of computerized assessments. 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.</td>
</tr>
</tbody>
</table>

Program Description:

The project is the on-going assessment and treatment of GSU students seeking counseling services. We utilize computers to gather data from the students who seek services and to keep our client records, intake assessments, treatment plans, and termination summaries. GSU students in the Counseling Psychology and Clinical Psychology program use these computers as part of their training in assessment and report writing that is fundamental to their program of training to become psychologists. The program that keeps all of the information for our records and makes them accessible to other treatment providers in the Center (i.e., psychiatrist, supervisors, stress management specialists, etc.) requires Windows 2000 and XP in order to function successfully. Unfortunately, the hardware of many of these computers is not able to sustain this software. Without the hardware to sustain the software, we cannot adequately serve GSU students coming for services. That is, they cannot enter the assessment data we need to determine how best to serve them and the graduate students who perform the assessments cannot provide the reports needed to serve the students.
4. Record the review numbers assigned by UCCS and Facilities. Their assessments must be included in Sections 15 and 16.

| UCCS: #03-078 |
| Facilities: #13789-03 |

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 training and service responsibilities of the Counseling Center as noted in the project description above have a direct link to services that enhance the learning and scholarship for graduate students in practicum and academic support services for students seeking supportive counseling or stress management.

7. Impact on Students Served

Approximately 25 GSU graduate students enrolled in psychology practica through the Department of Psychology and the Department of Counseling and Psychological Services directly use 13 of the computers for which we are requesting upgrades on an annual basis. These computers are used as instructional tools, supporting the training and case management requirements of these graduate students. In turn, these students assist other counselors at the Center in directly serving over 1500 other GSU students who seek services at the Counseling Center.

Three of the machines are directly used by over 1500 GSU students a year who come to the Counseling Center seeking services. These machines are used for computerized testing assessments.

The facility is accessible to the 25 graduate students and 1500 GSU students during regular working hours of the Center, from 8:30 a.m. - 5:15 p.m. Monday through Friday and 8:30 a.m. to 8:00pm on Tuesdays.

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>15</td>
<td>$1,600.00</td>
<td>$24,000.00</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.

At 75%, the Center would be able to purchase 11 computers to be distributed between the psychology graduate students in practicum at the Counseling Center and students who seek services at the Center. Four computers would be cut from the upgrade project, leaving 4 workstations limited in functionality.

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 7 of the current workstations will be upgraded leaving 8 workstations limited in functionality.

Currently, there are no project items that would be cut; however, if full funding is not granted, technology based training opportunities and productivity for practicum students are more 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.

The 15 requested 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
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 Counseling Center. In addition to the Associate Director of Counseling, there are two staff persons whose responsibilities include scheduling and overseeing the administration of computerized tests in the Reception Area. In addition, 7 FTE senior counselors supervise the computerized work of all practicum graduate students.

15. Space Availability and Impact on Facilities

Three Counseling Services student assessment workstations are currently located in room 310 of the Counseling Center. Practicum interview offices with 1 workstation each are located in rooms 202, 214, 216, 401, 402, 405, 409, and 412. Practicum laboratories are located in rooms 200 with two workstations, 104 with one workstation and 104B with one workstation. 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, two of the fifteen workstations are so outdated (Windows 95, Pentium I) that they can support only one specialized application and none of the current Microsoft Office Suite. Additionally, the 13 other machines (Windows 98, Pentium II) barely meet the minimum criteria to support the services currently provided. A project outcome would be to have all 15 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:  
Counseling Services/Counseling Center

Proposal Submitter:  
Marilyn Wells

Proposal/Award Title:  
Replacement of 15 Counseling Services  
Computer Workstations

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 Number</th>
<th>Current Room Location</th>
<th>Make</th>
<th>Model</th>
<th>CPU</th>
<th>Mhz</th>
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</tbody>
</table>
Unit: Counseling Services/Counseling Center

Proposal Submitter: Marolyn Wells

Proposal/Award Title: Replacement of 15 Counseling Services Computer Workstations

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.
N/A

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

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