

FY 2008 Technology Fee Proposal

Submitting Organization: College of Education
Major Unit: Department of Early Childhood Education
Department: Department of Early Childhood Education

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1. Project Short Title

5-8 Word Project Title:

<i>Pre-service Elementary Teachers: Utilizing Technology to Maximize Teaching and Learning</i>
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2. Total Requested

Fiscal Year 2008

\$26,840.00

3. Executive Summary

Project Description (three or four sentences)

<p>This project seeks to purchase portable technology for two initial teacher certification programs in the Early Childhood Education (ECE) Department. The requested equipment (digital voice recorders, digital camcorders, digital cameras, and Elmos) will be utilized by students in the Bachelor of Science in Education Program (BSE) and Urban Accelerated Certification and Masters Program (UACM) in their content methods courses and corresponding field experiences.</p>

4. Project Description

Provide a brief narrative description (not to exceed 300 words) of the proposed project or funding requirement.

If this is a request for continued funding for a previous year's award, indicate the outcomes and results of the prior award(s).

This project seeks to purchase portable technology for two initial teacher certification programs in the Early Childhood Education (ECE) Department. The requested equipment will be utilized by students in the BSE Program and UACM Program in their content methods courses and corresponding field experiences. Both programs offer field experiences in the metro Atlanta area as well as internationally.

Supported by the methods courses, field-based experiences provide supervised, high-quality, situated

experiences for pre-service teachers to practice instructional methods in elementary schools (Board of Regents policy, section 4.03.02). In these field-based experiences pre-service teachers tutor young children and facilitate small and large group instruction in the areas of mathematics, reading, language arts, social studies, and science.

Having access to portable technological tools such as digital voice recorders, camcorders, and cameras will afford pre-service teachers the opportunity to capture and “freeze” events that occur during instruction, thus producing artifacts that can be analyzed. The audio and video artifacts will provide rich, valuable information that pre-service teachers can utilize to (a) assess student learning, (b) reflect upon pedagogical practices and theories, and (c) inform future instructional planning and decision making.

Similarly, access to portable Elmo projectors in field-based experiences will allow for the projection of student work, texts, and manipulatives that support student learning (as opposed to having to scan materials for LCD projection, produce overhead transparencies, or purchase overhead manipulatives). The Elmo projectors will make it possible for pre-service teachers to examine and share student-generated work (with peers and program faculty) immediately after field-based tutoring or instruction has occurred.

While a limited number of this equipment are available through the COE Information and Technology Center, the requested technology is necessary because approximately 160 ECE pre-service teachers need to check out the technology simultaneously and for the entire semester during field placements. Both the ECE department and professional development schools have designated locked storage areas for securing the technology when not in use by students.

5. Record the review numbers assigned by IS&T and Facilities. Their assessments must be included in Sections 16 and 17.

IS&T: #IST08-103

Facilities: #14692-07

6. Relevance to Regents Guidelines

Identify specific Regents guidelines that justify this proposal's funding by the Technology Fee. Reference should be made to the specific enabling paragraph, if possible (see Attachment 1: Technology Fee Guidelines). An itemized listing of specific guidelines is sufficient.

The digital voice recorders, digital camcorders, digital camcorders, and portable Elmos will be used to enhance the pedagogical knowledge and skills of ECE pre-service teachers through the content

methods courses and corresponding field experiences. By enhancing the opportunities for student assessment and reflection, the technology will enhance pre-service teachers' abilities to provide effective, high-quality instruction during their field-based experiences (Board of Regents policy, section 4.03.02). This added value is not limited to the metro Atlanta area, but extends internationally as well. ECE offers several study abroad programs each year in Mexico, China, and some European countries. Individuals who are student teaching abroad will benefit tremendously from having access to technological tools that may be unable in the host country. Additionally, the requested technology will be utilized by ECE pre-service teachers to complete their E-Portfolio, a new departmental requirement.

7. Relevance to Strategic Plan(s)

Provide a brief explanation regarding how the proposed project or funding requirement is related to university, college, and/or departmental strategic plans.

This project is aligned with university, college, and departmental strategic plans and mission in the following ways:

Georgia State University Strategic Plan 2005-2010

I. Dedicated to undergraduate programs based on a core curriculum that promotes interdisciplinary, intercultural, and international perspectives and that provide options that emphasize an urban focus.

- Project focuses on multiple disciplines, enables pre-service teachers to learn from their own instructional practice in urban and high-needs professional development schools, and will also be used for smaller sub-sets of pre-service teachers who choose to study abroad within their ECE program of study.

II. Committee to have its undergraduate, graduate, and professional programs contribute to the economic, educational, social, professional and cultural vitality of the city, the state, and the region.

- Project primarily serves pre-service teachers engaging in field experiences in K-12 Professional Development Schools throughout the metro Atlanta area, thus enabling better educational opportunities to elementary school children whom they teach.

College of Education Conceptual Framework for Initial Educator Preparation

College of Education programs prepare individuals who, by integrating their knowledge, skills, and attitudes, make and implement effective educational decisions based on current data in several areas:

I. Human Development

- Project encourages pre-service teachers to analyze student learning.

II. Varied Instructional Strategies and Tools, including Technology

- Project utilizes portable technology to enhance teaching and learning.

III. Instructional Planning

- Project utilizes portable technology to stimulate reflection and inform planning for future lessons.

IV. Assessment

- Project encourages pre-service teachers to closely examine student work samples as a means of performance assessment.

Department of Early Childhood Education Strategic Plan 2006-2011

Goal 2: Enhance partnerships with schools and among university and COE colleagues.

- Project focuses on pre-service teachers utilizing portable technology in their content methods courses and corresponding field experiences.

Goal 3: Strengthen our research, teaching, and service in the education of diverse children.

- Project is grounded in notions of equity and maximizing the teaching and learning of all students.
- Pre-service teachers' field experiences are conducted in high-needs elementary schools.

8. Impact on Students Served

Provide a paragraph describing the number and types of students served or special audiences served. If appropriate, identify the number of hours in which the facility will be accessible to students, any restrictions regarding access, any accommodations needed for students with special accessibility needs, any special staff services that will be made available, or any specialized hardware or software that will be made available.

Equipment funded by this proposal will serve pre-service teachers in two programs within the Early Childhood Education department as well as the young children with whom they work in K-12 schools. The two programs, BSE and UACM, serve approximately 160 students each semester collectively. In both programs, the pre-service teachers are involved in professional development schools as part of their coursework. The requested equipment will be used in an on-going manner to support the pre-service teachers' reflection on student learning outcomes throughout instructional methods courses. We anticipate that pre-service teachers will utilize the equipment on a weekly basis during the semester, thereby logging substantial clock hours of technology usage.

9. Justification of Funding Requirements for Fiscal Year 2008

Provide a specific description of the funding requirements for FY 2008 in the Microsoft Excel spreadsheet below. You must use the same terminology as in the Project Description (page 2, #4) to allow each itemized line to be traced back to the items and functionality appearing in the Project Description. Failure to do so will negatively affect consideration of your proposal. Itemize and total the following categories of expense. If necessary, add lines to the table below corresponding to accounting objects of expense. **Please note that any equipment items less than \$4,999 should be categorized as “supplies.”**

Object of Expense	Itemized Descriptions	Quantity	Per unit price	Extended Total
Supplies (Note: PCs under \$5,000 go here. Also, use standard dollar amounts and replacement thresholds from sections 11/12, or provide explanation in sections 11/12.)	Item 1 Sony Digital Voice Recorder ICD-SX46VTP	95	\$190.00	\$26,840.00
	Item 2 Sony Worldwide AC Power Adaptor AC-E30A	95	\$25.00	
	Item 3 Sony Transcription Kit FS-85USB	1	\$170.00	
	Item 4 Audio-Technica Lavalier Wireless Microphone 88W-829	5	\$160.00	
	Item 5 Duracell "AAA" Batteries (8-pack)	95	\$15.00	
	Item 6 Portable Elmo EV-200	4	\$500.00	
	Item 7 Canon Digital Camcorder DC-100	2	\$600.00	
	Item 8 Digital Camcorder shoulder case	2	\$40.00	
	Item 9 Digital Camcorder batteries	4	\$50.00	
	Item 10 Digital Camcorder Fujifilm DVD-R	4	\$10.00	
	Item 11 Digital Camcorder tripod	2	\$30.00	
	Item 12 Nikon Coolpix L3, 5.1 megapixel Digital Camera	2	\$130.00	
	Item 13 Sandisk 1 GB Secure Digital Card	2	\$30.00	
	Item 14 Impact Rapid AC Charger	2	\$20.00	
	Item 15 Nikon AC Adaptor	2	\$30.00	
	Item 16 Nikon soft care	2	\$10.00	
Equipment				
Software (Note: Include Vendor and Product Name.)	Item 1			\$0.00
	Item 2			
	Item 3, etc			
Maintenance or Contractual Services	Item 1			\$0.00
	Item 2, etc			
Board of Regents Guidelines state "In almost no cases should technology fee revenues be used for ... space renovation, or other items or activities that do not have a direct and immediate impact upon students instructional objectives." (See Attachment 1, #8)				
Construction Services (Requires review of Planning & Facilities)	Item 1			\$0.00
	Item 2			
	Item 3, etc			
Network Connections and Infrastructure Costs (Requires review of UCCS)	Item 1			\$0.00
	Item 2			
	Item 3			
	Item 4, etc			
Physical Security (Note: Costs normally should not exceed 2.5% of Total Requested.)	Item 1			\$0.00
	Item 2			
	Item 3			
	Item 4, etc			
Other Expenses (explain)	Item 1			\$0.00
	Item 2, etc			
Board of Regents Guidelines state "Technology fee revenues may be used - with caution - for new staffing that is either temporary or ongoing." (See Attachment 1, #6)				
Staff Salaries	Item 1			\$0.00
	Item 2, etc			
Fringe Benefits	Item 1			\$0.00
	Item 2, etc			
		Hours/wk	Hourly Rate	
Student Assistant Salaries	Item 1			\$0.00
	Item 2, etc			
Graduate Student Assistant Salaries	Item 1			\$0.00
	Item 2, etc			
TOTAL				\$26,840.00

10. Consequences of Partial Funding

State what the consequences would be on the effectiveness and viability of the proposal if it were only funded in FY 2008 at the following percentages of the requested total:

Viability: If only funded 75%, this project would remain viable. However, the number of students who would be served by the project would be decreased.

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.*

Object of Expense	Itemized Descriptions	Quantity	Per unit price	Extended Total
Supplies (Note: PCs under \$5,000 go here. Also, use standard dollar amounts and replacement thresholds from sections 11/12, or provide explanation in sections 11/12.)	Item 1 Sony Digital Voice Recorder ICD-SX46VTP	65	\$190.00	\$19,980.00
	Item 2 Sony Worldwide AC Power Adaptor AC-E30A	65	\$25.00	
	Item 3 Sony Transcription Kit FS-85USB	1	\$170.00	
	Item 4 Audio-Technica Lavalier Wireless Microphone 88W-829	5	\$160.00	
	Item 5 Duracell "AAA" Batteries (8-pack)	65	\$15.00	
	Item 6 Portable Elmo EV-200	4	\$500.00	
	Item 7 Canon Digital Camcorder DC-100	2	\$600.00	
	Item 8 Digital Camcorder shoulder case	2	\$40.00	
	Item 9 Digital Camcorder batteries	4	\$50.00	
	Item 10 Digital Camcorder Fujifilm DVD-R	4	\$10.00	
	Item 11 Digital Camcorder tripod	2	\$30.00	
	Item 12 Nikon Coolpix L3, 5.1 megapixel Digital Camera	2	\$130.00	
	Item 13 Sandisk 1 GB Secure Digital Card	2	\$30.00	
	Item 14 Impact Rapid AC Charger	2	\$20.00	
	Item 15 Nikon AC Adaptor	2	\$30.00	
	Item 16 Nikon soft care	2	\$10.00	
Equipment				
Software (Note: Include Vendor and Product Name.)	Item 1			\$0.00
	Item 2			
	Item 3, etc			
Maintenance or Contractual Services	Item 1			\$0.00
	Item 2, etc			
Board of Regents Guidelines state "In almost no cases should technology fee revenues be used for ... space renovation, or other items or activities that do not have a direct and immediate impact upon students instructional objectives." (See Attachment 1, #8)				
Construction Services (Requires review of Planning & Facilities)	Item 1			\$0.00
	Item 2			
	Item 3, etc			
Network Connections and Infrastructure Costs (Requires review of UCCS)	Item 1			\$0.00
	Item 2			
	Item 3			
	Item 4, etc			
Physical Security (Note: Costs normally should not exceed 2.5% of Total Requested.)	Item 1			\$0.00
	Item 2			
	Item 3			
	Item 4, etc			
Other Expenses (explain)	Item 1			\$0.00
	Item 2, etc			
Board of Regents Guidelines state "Technology fee revenues may be used - with caution - for new staffing that is either temporary or ongoing." (See Attachment 1, #6)				
Staff Salaries	Item 1			\$0.00
	Item 2, etc			
Fringe Benefits	Item 1			\$0.00
	Item 2, etc			
		Hours/wk	Hourly Rate	
Student Assistant Salaries	Item 1			\$0.00
	Item 2, etc			
Graduate Student Assistant Salaries	Item 1			\$0.00
	Item 2, etc			
TOTAL				\$19,980.00

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.*

Viability: If only funded 50%, this project would remain viable. However, the number of students who would be served by the project would be *significantly* decreased.

Please note that any equipment items less than \$4,999 should be categorized as “supplies.”

Object of Expense	Itemized Descriptions	Quantity	Per unit price	Extended Total
Supplies (Note: PCs under \$5,000 go here. Also, use standard dollar amounts and replacement thresholds from sections 11/12, or provide explanation in sections 11/12.)	Item 1 Sony Digital Voice Recorder ICD-SX46VTP	50	\$190.00	\$13,400.00
	Item 2 Sony Worldwide AC Power Adaptor AC-E30A	50	\$25.00	
	Item 3 Sony Transcription Kit FS-85USB	1	\$170.00	
	Item 4 Audio-Technica Lavalier Wireless Microphone 88W-829	2	\$160.00	
	Item 5 Duracell "AAA" Batteries (8-pack)	50	\$15.00	
	Item 6 Portable Elmo EV-200	2	\$500.00	
	Item 7 Canon Digital Camcorder DC-100	1	\$600.00	
	Item 8 Digital Camcorder shoulder case	1	\$40.00	
	Item 9 Digital Camcorder batteries	1	\$50.00	
	Item 10 Digital Camcorder Fujifilm DVD-R	1	\$10.00	
	Item 11 Digital Camcorder tripod	1	\$30.00	
	Item 12 Nikon Coolpix L3, 5.1 megapixel Digital Camera	1	\$130.00	
	Item 13 Sandisk 1 GB Secure Digital Card	1	\$30.00	
	Item 14 Impact Rapid AC Charger	1	\$20.00	
	Item 15 Nikon AC Adaptor	1	\$30.00	
	Item 16 Nikon soft care	1	\$10.00	
Equipment				
Software (Note: Include Vendor and Product Name.)	Item 1			\$0.00
	Item 2			
	Item 3, etc			
Maintenance or Contractual Services	Item 1			\$0.00
	Item 2, etc			
<i>Board of Regents Guidelines state "In almost no cases should technology fee revenues be used for ... space renovation, or other items or activities that do not have a direct and immediate impact upon students instructional objectives." (See Attachment 1, #8)</i>				
Construction Services (Requires review of Planning & Facilities)	Item 1			\$0.00
	Item 2			
	Item 3, etc			
Network Connections and Infrastructure Costs (Requires review of UCCS)	Item 1			\$0.00
	Item 2			
	Item 3			
	Item 4, etc			
Physical Security (Note: Costs normally should not exceed 2.5% of Total Requested.)	Item 1			\$0.00
	Item 2			
	Item 3			
	Item 4, etc			
Other Expenses (explain)	Item 1			\$0.00
	Item 2, etc			
<i>Board of Regents Guidelines state "Technology fee revenues may be used - with caution - for new staffing that is either temporary or ongoing." (See Attachment 1, #6)</i>				
Staff Salaries	Item 1			\$0.00
	Item 2, etc			
Fringe Benefits	Item 1			\$0.00
	Item 2, etc			
		Hours/wk	Hourly Rate	
Student Assistant Salaries	Item 1			\$0.00
	Item 2, etc			
Graduate Student Assistant Salaries	Item 1			\$0.00
	Item 2, etc			
TOTAL				\$13,400.00

11. Standard Dollar Amounts

In constructing the budgetary requests in Sections 9 and 10 above, computer workstations should be budgeted at the following levels:

The following desktop systems are the standard technology for Student Technology Fee purposes. Desktop systems exceeding this capability and price must be specifically justified:

1. Windows/Intel processors workstation, including monitor: \$1,222
2. Apple Macintosh models: \$1,376

The following types of equipment require justification over and above desktop systems. The following prices and configurations are standard for these types of equipment. Any deviation from these standards must be further justified:

1. Windows/Intel processors laptop: \$1,749
2. Apple Macintosh laptop: \$1,382
3. Personal Digital Assistant (PDA): \$ 472
4. Tablet computer: \$1,984

Provide any justification narrative of programmatic requirements here.

Non-applicable

12. 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 Pentium® 4 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.*
- b) *If the equipment to be replaced exceeds the university minimum of Pentium® 4, 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 Pentium® 4.*

Non-applicable

13. Prerequisite, Non-Technology Fee Funding

Identify any non-technology fee prerequisite funding this proposal is dependent upon. Document that these prerequisite funds are available, should this proposal be funded.

Non-applicable

14. Matching Funds

Describe any additional funds that have been committed and will be provided to this project from other sources. These funds should be those that would more effectively leverage the technology fee funding, if approved. Specify whether or not these matching funds are available for a limited time.

Non-applicable

15. Staffing and Other Support Availability

If appropriate, describe the specific staff and other continuing fiscal resources required to maintain the proposed project. Justify the use of and the hours worked by graduate student assistants and student assistants. Also, justify any consulting/contracting work.

For staff requirements, identify the current unit and supervisor of staff required to support the related technology. Refer Regents Guideline #6 for guidance on the appropriate use of technology fee funding for new staff requests. However, the FY 2007 STF Committee feels, as did the FY 2006 STF Committee, it is very unwise to rely on technology fees and an annual review by STF subcommittees to maintain staff positions. Accordingly, expect requests for staff funding to be approved with caution and reluctance and with the understanding that these proposals are unlikely to be supported in subsequent years.

Non-applicable

16. Space Availability and Impact on Facilities

*Include the assessment response from the CBSAC and Planning & Facilities review that was **required** to be submitted by January 12, 2007.*

For CBSAC and Planning & Facilities Use Only:

CBSAC and Planning & Facilities Assessment of Space Availability and Impact on Facilities (this information is also transmitted to techfee@gsu.edu):

This project does not impact facilities.

17. Impact on Computing/Networking/Information Security Infrastructure

*Include the assessment response from the IS&T review that was **required** to be submitted by January 12, 2007.*

For IS&T Use Only:

IS&T Assessment of Network/Computing/Information Security Infrastructure:

Information Security Review (Tammy Clark):

Impact: No
Assessment:

Wireless and Network Ports Review (Mark Roberson):

Impact: No
Assessment:

Server Connections (Charles Hollingsworth, Tammy Clark, Keith Campbell):

Impact: (No-CWH) , No impact – KEC
Assessment:

External Connections (Charles Hollingsworth):

Impact: (No-CWH)
Assessment:

DVR Installations (Mark Roberson, Tammy Clark, Charles Hollingsworth):

Impact: (No-CWH)
Assessment:

Lab and Classroom Configurations (Joe Amador):

Impact: Yes/No NO
Assessment:

18. Physical Security Needs

If you are requesting any physical security funding, provide the rationale for these needs here.

Non-applicable

19. Post-Project Assessment Criteria

Identify one or more milestones and/or expected project outcomes that indicate project progress and completion. These items should be chosen to facilitate independent evaluation of project success, and should be referenced in the Status Report due on January 31, 2008, and in the Project Final Report due on October 1, 2008. (See Attachment 5 for a copy of the form to be used for both reports).

Post-Project Assessment:

- Pre-service teachers will complete a post-project survey related to their project experience and ability to utilize portable technology to maximize teaching and learning.
- Data regarding the frequency and nature of portable technology usage will be collected.
- Data regarding the number of pre-service teachers served by the project will be collected.

20. Review and Acknowledgements

Attach electronic notes or documentation showing that the following units or administrators have reviewed or acknowledged this proposal:

- Matching funds commitment from appropriate fiscal officer

Non-applicable