

FY 2008 Technology Fee Proposal

Submitting Organization:

Major Unit: J. M. Robinson College of Business
Department: RCB Systems Support

Contact Person: Liz Talamas

E-Mail: liz@gsu.edu
Telephone: 1-3753

1. Project Short Title

<i>5-8 Word Project Title</i>

Portable equipment for classroom student videotaping/presentation use

2. Total Requested

Fiscal Year 2008

\$7,656

3. Executive Summary

Project Description (three or four sentences)
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To show the students how they appear when they are making a presentation. We want to ensure that all undergraduate and graduate BCOM course instructors can videotape their students and can provide wireless mice for professional presentations, no matter what classroom they are assigned. The portable equipment for classroom student videotaping/presentation use is critical to the goal of providing adequate classroom equipment to prepare students for speaking and writing.
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4. Project Description

Increasing numbers of sections of required undergraduate and graduate business communication courses has resulted in a lack of videocameras and tripods for many sections. Only one classroom on the downtown campus has a wall-mounted videocamera, and only one backup portable VHS videocamera is operational. Instructors are either forced to bring their personal equipment or eliminate the crucial learning process of filming each student for self-evaluation. USB wireless mice offer a professional alternative to bulky remote mice that often must be tethered to instructors' desks in classrooms to prevent theft.

The library renovations have made VHS videotape viewing almost impossible on campus. In addition, replacing or repairing broken VHS cameras is far more expensive than buying new technology that uses +RW mini-disc DVDs. Video Camera manufacturers make lightweight, easy to use cameras that process DVDs within minutes. Students can view

their presentations on their laptops, desktops or DVD players.

Storing the cameras and the USB wireless mice in the CS609 makes the equipment easily accessible to BCOM course instructors, no matter the classroom they are assigned.

The Business Communication program was thrust into a leadership role in the RCB education products (BBA MBA, EMBA, PMBA, and Global Partners MBA) 2002 when its undergraduate course was designated the required junior communication course. Multiple section courses are scattered throughout the downtown campus, and on the Alpharetta, Brookhaven and Henry County satellite campuses. The entire campus is served by only a handful of classrooms with wall-mounted digital cameras that record to VHS or DVD devices with media that students can take away immediately after class.

Instructors in both the graduate and undergraduate classes in the BCOM Program require digital cameras to record student presentations, as well as wireless mice. The students are filmed and then the instructor critiques their presentation. The student can view the presentation and get immediate feedback from the instructor.

Hence, we need at least 8 cameras and tripods and 8 portable, USB-compatible wireless mice to accommodate classes on the downtown, Brookhaven, Alpharetta and Henry County campuses.

Instructors continue to use their personal equipment, which creates unacceptable wear and tear on the equipment. The equipment should be assigned to the RCB IST department or stored in the CS609 classroom for easy access to instructors.

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

IS&T: IST08-034
Facilities: #14545-07

6. Relevance to Regents Guidelines

Paragraph 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 programs.

Paragraph 3. Technology fee should be used for hardware and network related expenditures that include support of general purpose laboratories used by students for their productivity and more discipline activities.

7. Relevance to Strategic Plan(s)

Part of the Strategic Plan for the RCB states that we will provide the students with the best classroom technology and support that we can, and that providing the best, up-to-date technology only enhances the instructors' ability to be more productive in teaching and in serving the students' needs for additional access to technologically supported classrooms and laboratory space.

In addition, the University lists excellent communication and technology skills as outcomes of a Georgia State University undergraduate education. Providing up-to-date, comprehensive, user-friendly technology to promote these student skills is essential. Recent University publication tout the availability of such comprehensive classrooms, but the RCB has none in any of the regular classroom buildings or in the RCB.

8. Impact on Students Served

The BCOM program serves over 1000 BCOM 3950 undergraduate students per academic year, and at least 500 MBA, EMBA, PMBA and Global Partners MBA students.

In addition to the classrooms with installed equipment (RCB 821 and CS 609), BBA and MBA BCOM instructors serve students in Aderhold, Classroom South, and the General Classroom Building, where no installed or portable recording devices are available. While the Brookhaven and Alpharetta campuses offer one classroom each with installed filming equipment, more than one BCOM course is scheduled routinely at these locations, making portable equipment necessary.

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.)	Sony Handycam DCR-HC96 - Camcorder	8	\$699.00	\$7,656.00
	Bogen-Manfrotto 3011N	8	\$199.00	
	Kensington Wireless Presenter with Laser Pointer	8	\$59.00	
	Item 4			
	Item 5			
	Item 6			
	Item 7			
Equipment	Item 1			\$0.00
	Item 2, etc			
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				\$7,656.00

9. 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:

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. **The project would remain viable.**

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.)	Sony Handycam DCR-HC96 - Camcorder	6	\$699.00	\$5,742.00
	Bogen-Manfrotto 3011N	6	\$199.00	
	Kensington Wireless Presenter with Laser Pointer	6	\$59.00	
	Item 4			
	Item 5			
	Item 6			
	Item 7			
Equipment	Item 1			\$0.00
	Item 2, etc			
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	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				\$5,742.00

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. **The project would remain viable.**

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.)	Sony Handycam DCR-HC96 - Camcorder	4	\$699.00	\$3,828.00
	Bogen-Manfrotto 3011N	4	\$199.00	
	Kensington Wireless Presenter with Laser Pointer	4	\$59.00	
	Item 4			
	Item 5			
	Item 6			
	Item 7			
Equipment	Item 1			\$0.00
	Item 2, etc			
Software (Note: Include Vendor and Product Name.)	Item 1			\$0.00
	Item 2			
	Item 3, etc			
Maintenance or Contractual Services	Item 1			\$0.00
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	Item 3			
	Item 4, etc			
Physical Security (Note: Costs normally should not exceed 2.5% of Total Requested.)	Item 1			\$0.00
	Item 2			
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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				\$3,828.00

10. 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.

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 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.*

12. 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.

13. 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.

14. 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.

15. Space Availability and Impact on Facilities

This project has no impact on facilities..

16. Impact on Computing/Networking/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), No-MR

Assessment:

Lab and Classroom Configurations (Joe Amador):

Impact: Yes/No YES
Assessment: Classroom Services does not have the facilities no personnel to provide equipment checkout. We

have used the ITC to checkout wireless remotes and microphones.

17. Physical Security Needs

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

18. Post-Project Assessment Criteria

The camcorders, tripods and wireless presenters would be purchased and secured in a locked room and given to instructors to take to class as needed.

19. 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