

FY 2008 Technology Fee Proposal

Submitting Organization: College of Law
Major Unit: Technology Services
Department: N/A

Contact Person: Terrance Manion
E-Mail: terrance@gsu.edu
Telephone: 404-651-4212

1. Project Short Title

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

Technology Orientation Content on Flash Memory Media

2. Total Requested

Fiscal Year 2008

\$ 5,037.50

3. Executive Summary

Project Description (three or four sentences)

This proposal would fund customized flash drives with preloaded technology orientation content including video to be distributed to first year law students.

4. Project Description

College of Law technology services provides first year law students with a Technology Orientation CD-ROM containing helpful resources to ease students' transition to the College of Law's technology-rich environment. The Technology Orientation CD-ROM includes student resources information (such as information about Externships, Academic Enrichment, Curriculum Planning and the Law Library), technology tutorials (including tutorials covering University and College of Law systems), and software (including programs for viewing PDF and Flash files, protecting students' computer from viruses, using the Panther Print system, securely connecting to network resources, and College-licensed copies of WordPerfect Office and Paint Shop Pro).

The college is interested in continuing the practice of providing this electronic content and resources to its new students; however, we would like to explore providing the content on a flash drive. A flash drive can store not only the content detailed above, but serve as a storage device for students' course work including a legal memoranda, litigation materials, class outlines, and legal research throughout their time at the law school.

The College of Law is seeking funding here to run a one year trial. If successful, the College of Law will support future Technology Orientation flash drives purchases and will not seek additional funding from Student Technology Fee. As always the College is happy to share its findings with other interested colleges and academic units. The drives being considered here are 1GB USB Flash Drives

with a logo printed on it and the content preloaded by the memory supplier.

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

IS&T: IST08-056
Facilities: 14625-07

6. Relevance to Regents Guidelines

This proposal is consistent with the first enabling paragraph of the Board of Regent guidelines.

[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

7. Relevance to Strategic Plan(s)

This proposal is consistent with the College's strategic plan. This proposal touches upon the following technology related goals:

to integrate technology into all aspects of legal education. (To that end, the College is committed to the development and implementation of technology as a tool for teaching, research, service, and the practice of law);

to foster the innovative use of technologies in and out of the classroom to aid the faculty and students in the quest for knowledge;

to encourage the use of existing and emerging technologies as tools for advanced and creative research in law and in many cross-disciplinary areas of scholarship; and

to integrate technology with people's needs.

8. Impact on Students Served

This project seeks funding for equipment that will be used by 250 students enrolled in the legal education programs (JD, JD/MBA, JD/MS, JD/MPA) at the College of Law. This proposal impacts the College of Law's 2007 incoming class.

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			\$0.00
	Item 2			
	Item 3			
	Item 4			
	Item 5			
	Item 6			
	Item 7			
Equipment	USB 2.0 Flash drives (1 GB)	250	\$20.15	\$5,037.50
	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				\$5,037.50

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:

Only 75% funded: This project is not viable at 75% funding.

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				\$0.00
	Item 2				
	Item 3				
	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				
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	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					\$0.00

Only 50% funded: This project is not viable at 50% funding.

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				\$0.00
	Item 2				
	Item 3				
	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)					
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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
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	Item 3				
	Item 4, etc				
Other Expenses (explain)	Item 1				\$0.00
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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					\$0.00

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 |

N/A

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:

N/A

13. Prerequisite, Non-Technology Fee Funding

N/A

14. Matching Funds

N/A

15. Staffing and Other Support Availability

College of Law technology services staff creates the content for the orientation materials. No additional staffing is being requested.

16. Space Availability and Impact on Facilities

This project has no impact on facilities.

17. 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), (MR-No)
Assessment:

Lab and Classroom Configurations (Joe Amador):
Impact: Yes/No NO
Assessment:

18. Physical Security Needs

This project has no impact on facilities.

19. Post-Project Assessment Criteria

An identifiable milestone for this project is the successful purchase and distribution of the orientation flash drives to first year law students.

20. Review and Acknowledgements

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

Reviewed and acknowledged by:

Terrance Manion – Electronic Services Librarian
Bill Prigge – Assistant Dean for Administration & Finance
Steven Kaminshine – Dean

Technology Fee Guidelines

The Review Team recommends that technology fee expenditure guidelines should be based upon two fundamental principles.

- Student technology fee revenues should not be used to supplant current levels of technology fee expenditures. Institutions should provide evidence that overall institution technology expenditures clearly reflect that expenditures based upon fee revenues are above and beyond normal levels.
- The focus of the student technology fees should be on academic or instructional technology and distinctions should be drawn between expenditures for administrative applications or scientific and laboratory equipment, and instructional technology.

With respect to the second principle, technology fee revenues should be directed toward those needs that directly meet the educational value criterion established in the Chancellor's approval letters; i.e., the fees provide added value to the educational experiences of the students. We define this value to be instructionally oriented and not oriented toward other services such as housing registration, advising, record keeping, etc., important as these services are to a student's overall collegiate experiences.

The guidelines in bold print below are not prescriptive but rather are intended to help provide a framework for local institutional decisions.

[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. At this point in the evolution of collegiate academic technologies, access is important: access to productivity tools, discipline specific software packages, computers and printers, internal and external databases, introductory and advanced training, and access to networks (from home or from campus). Therefore, high priorities should be given to the use of technology fees for these purposes.

[2] Technology fee revenues should be used to assure that there are sufficient campus licenses for primary productivity tools such as those found in the Microsoft Office product suites for discipline specific software. The fees should be used to assure that students have easy access to tools and software packages that are critical within their chosen disciplines. This range from computer assisted design through music composition, art and drawing tools, scientific notation, modeling, and other discipline specific analytical tools. Appropriate computer-based or web-based instructional modules are appropriate as well.

[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. Provision of adequate network bandwidth and access to the Internet and special purpose databases and specialized computing are vitally important in some disciplines and should be supported. At the same time, institutions will need to balance competing demands for greater and broader access to resources for all students versus the demand for important but specialized and restricted resources.

[4] Technology fee revenues may be used for training of students and, to a lesser extent, staff and faculty. Students and faculty perceive good training in the use of computing and networking resources as an important component of effective use of electronic instructional resources both inside and outside the

classroom. Consequently, the secondary educational value is high; training allows students and faculty to focus on course content rather than on the mechanics of operating a computer. In general, staff and faculty training should be supported from operational funds. Obvious exceptions include circumstances such as space remaining available in a training session after student sign-up is completed, or the purchase of a site license for online training that permits access by all members of the campus community.

[5] Technology fee revenues may be used to leverage other funds where appropriate. Keeping in mind the second fundamental principle, there are circumstances where a grant or other or one-time allocation could be combined with technology fee revenues to yield greater access or resources for students.

[6] Technology fee revenues may be used--with caution--for new staffing that is either temporary or ongoing. Institutions should continue to focus on the criterion established initially by the Chancellor's approval letter--the fees provide added value to the educational experiences of students. Where additional staffing clearly will provide added value to students--and the value can be documented--technology fee expenditures may be warranted. For example, hiring temporary trainers may be the best way to ensure that all incoming freshmen and transfers receive a thorough information technology orientation session. However, under no circumstances should technology fee revenues be used to fund existing positions that would otherwise be cut from an operational budget, nor should fees be used to fund general computing and networking positions that have a significant administrative or research support component. Institutions are encouraged to develop a formal process of review for proposed student technology fee staffing expenditures to ensure continued awareness of this guideline.

[7] Lower priority uses of technology fee revenues include development of software packages, acquisition of one of a kind software or hardware products for faculty use in training, and consumable supplies such as printer paper.

[8] In almost no cases should technology fee revenues be used for administrative software or software implementation (such as BANNER), administrative hardware, research equipment, non-networkable specialized scientific equipment, space renovation, or other items or activities that do not have a direct and immediate impact upon students instructional objectives.

GEORGIA STATE UNIVERSITY Student Technology Fee FY 2008

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

Windows/Intel “Standard” PC Configuration (Dell has been used as the vendor, but the standard is not vendor specific)

Computer Name	OptiPlex GX520 Minitower or Desktop
Processor Speed	Pentium® 4 Processor
Memory	1GB DDR2, Non-ECC SDRAM, 400MHz, 2 DIMMs
Video	Integrated Intel® Graphics Media Accelerator 950 224MB
Hard Drive	80GB SATA, 7200RPM hard drive
Mouse	Dell USB 2-Button Entry Mouse with Scroll
Network Card	Integrated Broadcom® Gigabit NIC
Sound	Integrated AC97 Audio Card with Dell A215 Speakers
Removable Media Storage Devices	16X DVD+/-RW with Sonic Digital Media and Cyberlink Power DVD
Monitor	Dell 17” UltraSharp 1704FPT Flat Panel VGA/DVI
Keyboard	Dell USB Keyboard, No Hot Keys
Operating System	Windows® XP Professional, SP2
Hardware Support Services	4Year Limited Warranty plus 4 Year NBD On-site Service

Macintosh “Standard” Configuration

Computer Name	iMac
Processor Speed	2.0 GHz Intel Core 2 Duo
Memory	2GB 667 DDR2 SDRAM – 2x1GB
Video	ATI Radeon X 1600128 MB DDR SDRAM
Hard Drive	160GB Serial ATA drive
Network Card	Gigabit Ethernet built in
Wireless	Built in: AirPort Extreme (802.11b/g, 54 Mbps); Bluetooth; & iSight Video Camera
Operating System	Mac OS X version 10.4 Tiger
Removable Media Storage Devices	Super Drive (DVD-RW/CD-RW)
Monitor	17-inch (viewable) widescreen TFT active-matrix LCD
Hardware Support Services	3 Year Apple Protection Plan (AppleCare) – Tech Support and Warranty

- *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.*

Windows/Intel “Standard” Laptop Configuration (Dell™ has been used as the vendor, but the standard is not vendor specific)

Computer Name	Latitude D510
Processor Speed	Pentium® M Processor 740 (1.73GHz)
Memory	1.0GB DDR2 533 MHz SDRAM 2 DIMMs
Video	Mobile Intel® 915GM graphics
Hard Drive	80GB Hard Drive, 9.5MM, 5400RPM
Floppy Drive	Floppy Disk Drive
Network Card	Gigabit Ethernet LAN
Module Bay Devices	8X DVD+/-RW w/Sonic Digital Media and Cyberlink PowerDVD
Monitor	15.0” XGA active matrix (TFT)
Modem	Internal 56K modem
Operating System	Windows® XP Professional, SP2
Wireless	Intel® PRO/Wireless 2200 WLAN (802.11b/g)
Carrying Case	None
Battery	6 Cell Primary Battery
Hardware Support Services	4Year Limited Warranty plus 4Year NBD On-site Service

Macintosh “Standard” Laptop Configuration

Computer Name	MacBook
Processor Speed	2.0 GHz Intel Core 2 Duo
Memory	1GB 667 DDR2 SDRAM – 2x512
Video	Intel GMA 950 64 MB Shared Memory
Hard Drive	80GB Serial ATA drive
Network Card	Gigabit Ethernet Built in
Removable Media Storage Devices	4 X Super Drive DVD-RW/CD-RW
Monitor	13” Glossy Widescreen
Operating System	Mac OS X version 10.4 Tiger
Wireless	Built in: AirPort Extreme (802.11b/g, 54 Mbps); Bluetooth; and iSight Video Camera
Battery	Removable Battery
Hardware Support Services	3 Year Apple Protection Plan (AppleCare) – Tech Support and Warranty

“Standard” Tablet Configuration

Computer Name	Gateway® M275Eb
Processor Speed	Pentium® M Processor 755 (2GHz, 400MHz FSB)
Memory	1024MB DDR SDRAM (2-512MB modules)
Video	Integrated Intel® Extreme Graphics 2
Hard Drive	80GB 5400rpm Ultra ATA hard drive
Floppy Drive	Integrated 4-in-1 Memory Card Reader
Keyboard and Mouse	Full-sized Keyboard and EZ Pad® Pointing Device
Digitizer Pens	Digitizer Pen for M275
Network Card	Integrated 10/100 Ethernet
Optical Drive	Integrated 24x/10x/24x CDRW and 8x DVD Combo
Monitor	14.1” XGA TFT Active Matrix with Rotating Hinge
Modem	Integrated V.92 56K Modem
Operating System	Windows® XP Tablet PC Edition
Wireless	Integrated 802.11b/g Wireless Networking Card
Carrying Case	None
Battery	Primary 8-cell Lithium Ion Battery with AC Pack and 1 year limited battery warranty
Hardware Support Services	Notebook Value Service Plan – 4 year part/labor/no on-site/4 year technical support; 36-month limited hinge warranty

“Standard” PDA Configuration

Computer Name	Dell™ Axim™ X50
Processor Speed	Intel® XScale™ PXA270 Processor 520MHz
Memory	64MB SDRAM and 128MB Intel StrataFlash® ROM
Slots	Integrated CompactFlash Type II and Secure Digital, MMC card slots
Monitor (Display)	3.5” color TFT display
Cable	USB Cradle including Battery Changing Slot
Operating System	Windows® Mobile 2003 Second Edition
Wireless	Integrated 802.11b and Bluetooth™ wireless technologies
Carrying Case	None
Battery	Removable primary battery
Hardware Support Services	Advance Exchange Service – 3-year limited warranty

**GEORGIA STATE UNIVERSITY
Student Technology Fee FY 2008
Equipment Replacement Exception Form**

Unit: _____

Proposal Submitter: _____

Proposal/Award Title: _____

NOTE: If the equipment you are replacing is less than a Pentium® 4 1.5GHz processor speed, you do not have to complete this form. This has been adopted as a university-wide standard of minimum performance for operating the current Windows operating systems and office suite. Just state that you are using the university minimum performance criteria.

Otherwise, please complete the following:

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.

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

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

PROJECT REPORT**FY 2008 Student Technology Fee Award****A. Award Identification**

Award Number: _____
Short Title: _____
Major Unit: _____
Department: _____
Contact Person: _____
Amount Awarded: _____
Amount Expended: _____

B. Project Assessment

Include below the milestones or project outcomes as identified in the FY 2008 Student Technology Fee Proposal Submission, Section 18.

Report on the status ("Complete" or "In Progress") of each item and provide specific information (url, announcement, etc.) to support the evaluation. Include specific dates where appropriate.