GEORGIA STATE UNIVERSITY
Proposal for the Use of FY2003 Technology Fees

Submitting Organization(s): Career & Job Search Services
  Major Unit: Division of Student Services
  Department: Career & Job Search Services
Contact Person Name: Angela Walker
Contact Person Email: ahwalker@gsu.edu
Contact Person Phone: 651-2672

1. Project Short Title

| 5-8 Word Project Title | Career Resource Media Center |

2. Total Requested Amounts:

| Fiscal Year 2003 | $ 68,630 |

3. Executive Summary

<table>
<thead>
<tr>
<th>Project Description (Three or four sentences)</th>
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<tbody>
<tr>
<td>Ten workstations in the Career Resource Media Center will provide all students with access to the career services systems for registration, campus interview sign-up, job listings for on- and off-campus jobs, employer and career field research, job search information, and career development assessment tools in an environment where career services advising staff and other resources are available to address individual needs and concerns.</td>
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</table>

4. Project Description
Career & Job Search Services, the Office of Cooperative Education and the Career Development Center are coming together in fall of 2002 and will be housed in a renovated space on the second floor of the University Center. The consolidation of the above offices provides students with one point of contact for self-assessment, career identification, opportunities for exploration, job search and career information, opportunities for career entry, and career management.

The hub of the new office space will be the Career Resource Media Center (see attachment 1), which will contain traditional and electronic resources and media. Ten workstations are being designed into the plans to accommodate student usage of the programs and services. The consolidation of the career services offices combined with the necessary technology to easily take advantage of the programs and services offered creates an effective, student centered, one-stop shopping environment. Such a resource will facilitate the goal of helping students choose and attain personally rewarding careers in an environment conducive to objective thought.

Since the Career Resource Media Center will be in renovated space, now is the time to address the needs of students with disabilities for adaptive equipment. One workstation will meet the needs of mobility-impaired students and another one will focus on the needs of students with vision impairments.

5. Relevance to Regents Guidelines

- The focus of the student technology fees should be on academic or instructional technology
- The fees provide added value to the educational experiences of the students
- [1] Technology fee revenues should be used for the direct benefit of students to assist them in meeting the educational objectives of their academic programs.
- [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 and for discipline specific software.
- [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 the student body for productivity and more discipline related activities.
- [7] Lower priority uses of technology fee revenues include…adaptive equipment for students with disabilities…

The Career Resource Media Center is designed to be instructional and add to the educational experiences of students as they explore, plan for and move into their careers. It will not only address students’ need for career assistance in general, but also provide resources for students to satisfy requirements for certain classes including obtaining internships which may be a requirement for their major.
In order to meet the career services needs of Georgia State University students, specific career-related and adaptive software and hardware is required. While the Career Resource Media Center is a special purpose facility, it will provide all Georgia State University students with a resource throughout their academic career at the University.

6. 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.

The Career Resource Media Center will allow CJSS to move toward our goals to improve and increase student outreach efforts to all students but especially underclassmen, maximize technology and to increase connections between students and employers. Reorganizing offices physically offers part of the solution to serving the career services needs of Georgia State students. The other part is equipping the Career Resource Media Center with the resources required to effectively take advantage of the programs and services provided.

The seminar room also supports the Division of Student Services' mission to provide innovative quality programs, services, and environments that facilitate student success, learning, citizenship, and involvement within communities. Two components of the mission state:

**Student Learning**
Create powerful out of class learning opportunities that augments and complements the academic and service mission of the University, and enhances the total educational experience where students can converse, debate, question, discover and grow.

**Environment**
Provide a variety of comfortable, well-maintained, healthy, safe, and welcoming environments that facilitate learning, work and community interaction. Offer attractive, flexible, functional, and innovative facilities that successfully support the community’s personal, academic, civic, and programmatic goals.

The Career Resource Media Center ties into the strategic plan of the University by contributing to the following Strategic Plan features, goals and priorities:

1. **Strategic Plan Introduction**
   Georgia State ...has deliberately and carefully chosen to continue to emphasize a number of features, most of which were listed in the 1995 Strategic Plan: development of programs that facilitate lifelong learning and career development for students

   Technology will penetrate even deeper into our daily lives... The ability to
locate, receive, analyze, and transmit information in oral, written, and numeric form will be crucial.

3. Goals and Priorities – A) Enhance the Academic Mission
Supportive staff and administrative services with reliable physical and technological infrastructures help retain students…

Career service units provide career counseling and career development, teach job search skills, and provide occupational information and work experience to students.

4. Goals and Priorities – B) Support the Academic Mission
A goal is to become and remain current in the application of computing and information technologies. All students should have ready access to computing resources and an opportunity to develop information management skills for lifelong learning.

Good technology is now available to support career guidance for students and should be readily accessible. More and more employers are using technology to advertise opportunities and source new candidates for employment. Students must be able to operate effectively in this fast-paced and constantly changing environment. Additionally, technological access of career information and research for students with disabilities is critical for the realization of the benefits of their academic experience.

7. Impact on Students Served
The Career Resource Media Center is open to all Georgia State University students and alumni. It will be available M, T, and W & F from 8:30 a.m. to 5:15 p.m. and 8:30 a.m. to 6 p.m. on Thursday. The renovated space for the new career center Resources is being designed to support after hours access as well. The Career Resource Media Center and resources will encourage and accommodate utilization by classes and student groups.

Specialized career development, job search and career management systems (SIGI Plus, Choices, Discover, Georgia Career Information System, eRecruiting, MonsterTrak, Career Search and Hoover’s) will be available for student use. Some of these require subscriptions and are not currently available to students.

Specialized adaptive software and peripherals for students with mobility and impairments include Dragon-voice dictation software, Wynn-LD reading/studying software, Inspiration-organizational software, Text-Help-word prediction software, CO-write-writing assistance software, large monitor, scanner, Head Tracker-alternative head-controlled mouse, trackball-alternative large trackball, speech certified headset microphone, and power adjustable table.

Specialized adaptive software and peripherals for students with vision impairments include JAWS-screen reading software, Zoom Text-screen enlargement software, Open Book-OCR software, Duxberry-Braille transliteration software, large monitor, headphones, scanner, adjustable table, Braille display, Braille Embosser and acoustic
The impact on students will be significant. The Career Resource Media Center will serve students at every stage of the career planning and job search process. Access to specialized career oriented programs and systems in an environment where assistance and other resources are readily available will allow students to accomplish tasks more efficiently. A review of comparable institutions shows that Georgia State University has the only career services office without a significantly resourced career library or media center.

8. Justification of Funding Requirements for Fiscal Year 2003

<table>
<thead>
<tr>
<th>Object of Expense</th>
<th>Itemized Descriptions</th>
<th>Quantity</th>
<th>Extended $ Total</th>
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<tbody>
<tr>
<td>Staff Salaries</td>
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<td></td>
<td>$</td>
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<tr>
<td>Fringe Benefits</td>
<td></td>
<td></td>
<td>$</td>
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<tr>
<td>Student Salaries</td>
<td></td>
<td></td>
<td>$</td>
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<tr>
<td>Equipment (Note: Use standard dollar amounts and replacement thresholds from sections 10/11, or provide explanation in sections 10/11)</td>
<td>Dell pc</td>
<td>8</td>
<td>$14,400</td>
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<td></td>
<td>HP LaserJet 4100 network printer with 3yr support</td>
<td>1</td>
<td>$1,900</td>
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<td></td>
<td>Moveable accessible workstation equipped to meet the needs of students with Mobility Impairments and Learning disabilities (see Section 7 for complete description)</td>
<td>1</td>
<td>$12,000</td>
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<td></td>
<td>Moveable accessible workstation equipped to meet the needs of students with Blindness or Low Vision (see Section 7 for complete description)</td>
<td>1</td>
<td>$21,000</td>
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<tr>
<td>Software</td>
<td>ERecruiting career management program license</td>
<td>1</td>
<td>$4000</td>
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<td></td>
<td>Career Search</td>
<td>1</td>
<td>$5400</td>
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<tr>
<td></td>
<td>Hoover’s</td>
<td>1</td>
<td>$2035</td>
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<td>Sigi Plus</td>
<td>1</td>
<td>$3300</td>
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<td></td>
<td>Discover</td>
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<td>$3600</td>
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<td>JAWS</td>
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<td></td>
<td>WYNN</td>
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<td>PRICE INCLUDED IN ACCESSIBLE EQUIPMENT ABOVE</td>
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<td>TEXT HELP</td>
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<td>OPEN BOOK</td>
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<td>DUXBERRY BRAILLE</td>
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<td>ZOOMTEXT</td>
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<td>OPEN BOOK</td>
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9. Consequences of Partial Funding

Only 75% funded:
At 75% funding the project would still be viable. The moveable accessible workstation for mobility impaired students and its network connection, Discover career development software, Career Search employer database software and the acoustic hood for the low vision workstation would be cut from the budget. The Career Resource Media Center would still offer the same benefits to students. However, some students with mobility impairments (depending on the extent of the impairment) would have to access our systems away from the Center at a compliant workstation and not benefit from the immediate access to staff and resources. Eliminating Discover narrows the resources available to students during their career development process possibly extending career decision-making. Cutting Career Search decreases the ability of students to identify local employers in their career field. Removal of the acoustic hood will contribute to the noise level of the braille printer but will not affect the functionality of the low vision workstation.

Only 50% funded:
At 50% the Career Resource Media Center would still be effective in providing the opportunity for exploration and research that produces learning, adequate preparation and task completion. However, both workstations for students with disabilities would be cut from the budget effectively eliminating access to computer and other resources in the Career Resource Media Center for some students. The Discover software would also be eliminated.

10. Standard Dollar Amounts

Standard dollar amounts ($1800) were used for PCs.

11. Standard Replacement Thresholds

Not applicable. New equipment is being requested.
12. Prerequisite, Non-Technology Fee, Funding

Not applicable.

13. Matching Funds

No matching funds have been committed.

14. Staffing and Other Support Availability

Current staff will be used to support the project.

15. Space Availability

The second floor of the University Center is scheduled for renovation in the summer of 2002. Career & Job Search Services, Cooperative Education and the Career Development Center are the assigned owners of the space. The project is being designed into the renovation of the space.

16. Impact on Facilities

There will be no impact on the current facility infrastructure because the facility is being fully renovated. Electrical, heat/air conditioning requirements will be met as a result of that process.

17. Impact on Computing/Network Infrastructure

There will be no impact on the current computing/network infrastructure because the facility is being fully renovated. Computing/network infrastructure upgrades that will take place at the time of renovation will more than meet the requirements for the project.

18. Post-Project Assessment Criteria

Implementation of this project would increase the number of students using computer-assisted career guidance and other programs because of the availability of the resources and supportive, on-hand assistance from staff. The number of students visiting the Media Center would increase, and there would also be an increase in the utilization of services in general such as career, job, and graduate and professional school search.

19. Review and Acknowledgements

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

UCCS review or acknowledgement:
Angela

We are reviewing the design plans for the University Center upgrade. We will make sure that the network connections asked for in these proposals are included in those designs. Based on that, recommend you exclude the network connection costs and indicate on your proposal that I have agreed there is no network impact.

Bill Paraska
Director, University Computing and Communications
Information Systems and Technology

Planning and Facilities review or acknowledgement:
Angela,
If the space is being renovated to include all of your data and electrical needs, then there would be no additional impact on the facilities.

Kim Bauer
Proposed Career Resource Media Center Layout