FY 2006 Technology Fee Proposal

Submitting Organization:
   Major Unit: College of Education
   Department: Department of Counseling and Psychological Services

Contact Person: Kris Varjas, Psy.D.
   E-Mail: kvarjas@gsu.edu
   Telephone: 404-651-3883

1. Project Short Title
   Integrating Technology in Counseling and Psychological Services (CPS)

2. Total Requested
   Fiscal Year 2006
   $34,345.93

3. Executive Summary
   Project Description (three or four sentences)
   The purpose of this project is to integrate technology across the curriculum in the Counseling and Psychological Services (CPS) Department. Specifically, this proposal requests funds to purchase 2 computers, test scoring and report writing software, and 2 printers which will be housed in the test library and be available to approximately 500 CPS students to score protocols and prepare reports. CPS plans to utilize 30 PDAs across multiple courses including practicum and internship experiences for graduate students to gather data in the K-12 classroom to assess student’s behaviors and academic progress. Additional technology includes 5 digital cameras which will provide documentation of graduate student progress in the acquisition of counseling skills in the Interpersonal Skills courses that are required for all entering CPS students. Finally, the department would like to purchase 30 portable CD players which are recommended equipment for many of the tests that we train our students to administer and 5 tape recorders and 5 dictation machines to aid in the documentation of student skill development in counseling.

4. Project Description
   The CPS Committee on Technology is proposing to increase technology access and usage across the curriculum in the M.Ed., Ed.S., and Ph.D. degree programs. This goal is consistent with professional standards for counseling and psychology practice, outlined by NCATE, the American Psychological Association, and the American Counseling Association that state counselors and psychologists [should] have knowledge of information sources and technology relevant to their work and [should be able to] access, evaluate, and utilize information sources and technology in ways that safeguard or enhance the quality of services”. We believe that increasing access to technology in training and practice will improve the quality of our program and enhance the professional development of our students while ensuring continued accreditation for our programs. CPS students are often dealing with case-sensitive information for the K-12 student’s that they are assessing, therefore it is important to have secure computers that are accessible to all 500 CPS students to evaluate the cases with which they are working. This proposal requests funds to purchase 2 computers, test scoring and report writing software, and 2 printers which will be
available for students to score protocols and prepare reports. CPS plans to use 30 PDAs across multiple courses including practicum and internship for students to gather data in the K-12 classroom to assess student's behaviors and academic progress. Additional technology needs include 5 digital cameras which will provide documentation of student progress in the acquisition of counseling skills in the Interpersonal Skills courses that are required for all entering CPS students. Finally, the department would like to purchase 30 portable CD players which are recommended equipment for many of the tests that we train our students to administer and 5 tape recorders and 5 dictation machines to aid in the documentation of student skill development in counseling.

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

<table>
<thead>
<tr>
<th>IS&amp;T: IST06-099</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facilities: #13726-05</td>
</tr>
</tbody>
</table>

6. Relevance to Regents Guidelines

This project directly addresses items 1, 2, 3, and 4 of the Regent’s Technology Fee 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.

[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. Specifically, fees should be used to assure that students have easy access to tools and software packages that are critical within their chosen disciplines.

[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.

[4] Technology fee revenues may be used for training of students and, to a lesser extent, staff and faculty.

7. Relevance to Strategic Plan(s)

This project is related to the Georgia State University Strategic Plan that includes increasing students’ access and knowledge of innovative technological practices.

This project is related to the department’s mission in that CPS faculty and students will increase their knowledge and skill related to the use of technology in the classroom and in our practice. As stated earlier, this is consistent with the American Counseling Association, American Psychological Association, National Association of School Psychologists, NCATE standards, each of which are accrediting bodies of the CPS department. These goals are consistent with the assumptions of the conceptual framework that guides the COE and our strategic plan. In particular, that students will develop an integrated knowledge base consisting of content, skills, attitudes, technologies, and theories is developed and demonstrated in field-based applications.

8. Impact on Students Served

This equipment will be used by approximately 500 CPS students in various classes across the curriculum. In addition, 30 CPS full-time faculty and numerous part-time instructors would have access to all of the equipment. The GRA assigned to oversee the Test Library would assume responsibility for monitoring use of technology resources. Equipment and software will be housed in the test library and accessible by
500 CPS students during Test Library hours (10 hours per week each semester). Student use of technology resources would be required in order to complete assignments in the following courses (per course syllabus) CPS 6410 Interpersonal Skills, CPS 7490 Psychological Assessment I: Intelligence, CPS 7510 Psychological Assessment II: Achievement, CPS 7570 Psychological Consultation in Schools I, CPS 7661 Applied Practice I: School Counseling, CPS 7662 Applied Practice I: School Psychology, CPS 7681 Internship in School Counseling, CPS 8440 Social/Emotional Assessment of Children and Adolescents, CPS 8570 Psychological Consultation in Schools II, CPS 8662 Applied Practice II: School, CPS 8680 Internship in School Psychology, CPS 9630 Advanced Issues in Consultation, CPS 8690 Behavioral Assessment and Intervention with Children and Adolescents, CPS 8665 Prevention and Intervention of Learning Disabilities, and CPS 9680 Doctoral Internship.

9. Justification of Funding Requirements for Fiscal Year 2006

Provide a specific description of the funding requirements for FY 2006 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.”

### Software List for 100% Funding

#### Handheld Software
- BASC Monitor for ADHD Network Set for Windows NT - $604.99 (3 licenses)
- BASC Monitor Network Additional Licenses (1-5) - $111.99 x 6 = $671.94

#### Computer Software for test library (2 computers)
- WAIS III-WMS III-WIAT-II Scoring Assistant (window CD-Rom) – 225.00 x 2 = $450.00 (Vendor: PsychCorp)
- WISC-IV Scoring Assistant - $199.00 x 2 = $398.00 (Vendor: PsychCorp)
- Stanford-Binet Intelligence Scales, Fifth Edition Scoring Pro - $189.50 x 2 = $379.00 (Vendor: Riverside Publishing)
- Universal Nonverbal Test of Intelligence compuscore software program - $176.50 x 2 = $353.00 (Vendor: Riverside Publishing)
- KTEA-II Computer Assist for Comprehensive Form - $99.00 x 2 = $198.00 (AGS)
- Key Math-R/NU Assist - $199.99 x 2 = $400.00 (AGS)
- PIAT-R/NU Assist - $199.99 x 2 = $400.00 (AGS)
- WRMT-R/NU Assist $199.00 x 2 = $400.00 (AGS)
- California Verbal Learning Test—Children’s Version Scoring Assistant with Report Writer, Version 2.0 - $330.00 x 2 = $660.00 (PsychCorp)
- Behavior Rating Inventory of Executive Function—Software Portfolio $199.00 x 2 = $398.00 (PAR)
- Conners’ Continuous Performance Test-2nd Edition—Version 5 for Windows - $595.00 x 2 = $1190.00 (MHS)
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  Windows/Intel "Standard" PC  
Item 2  "Standard" PDA  
Item 3  Travel Charger  
Item 4  HP Laser Jet  
Item 5  Portable CD Player  
Item 6  Tape recorders with external microphones  
Item 7  Dictation machines | 2  
30  
30  
2  
30  
5  
5 | $1,420.00  
$456.00  
$40.00  
$400.00  
$50.00  
$250.00  
$250.00 | $22,520.00  
$13,680.00  
$1,200.00  
$2,000.00  
$1,500.00  
$1,250.00  
$1,250.00

**Equipment** | Item 1 Misc supplies - cables, surge protectors, etc.  
Item 2 etc- Locked storage for equipment | | $500.00  
$500.00 | 

**Software** (Note: Include Vendor and Product Name.) | Item 1 see included list for all software  
Item 2  
Item 3, etc | | $7,502.91  
$7,502.91 | 

**Maintenance or Contractual Services** | Item 1  
Item 2, etc | | $0.00  
$0.00 | 

**Construction Services** (Requires review of Planning & Facilities) | Item 1 electrical outlet needed  
Item 2  
Item 3, etc | | $25.00  
$0.00  
$0.00 | 

**Network Connections and Infrastructure Costs** (Requires review of UCCS) | Item 1 network and cables  
Item 2  
Item 3  
Item 4, etc | | $900.00  
$0.00  
$0.00  
$0.00 | 

**Physical Security** (Note: Costs normally should not exceed 2.5% of Total Requested.) | Item 1  
Item 2  
Item 3  
Item 4, etc | | $0.00  
$0.00  
$0.00  
$0.00 | 

**Other Expenses** (explain) | Item 1 Digital Video Cameras  
Item 2, etc | 5  
5 | $500.00  
$500.00 | $2,500.00  
$2,500.00

**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)

**Staff Salaries**  
**Fringe Benefits**  
**Student Assistant Salaries**  
**Graduate Student Assistant Salaries**  
**TOTAL**

$34,947.91
Only 75% funded:
The project would remain viable at 75% funding. At this funding level, there would be a decrease in the number of technology equipment (e.g., PC/Handhelds) and software made available to students. This also would lead to a decrease in the number of licenses of software and chargers needed.

Software List Adjusted for 75% Funding

**Handheld Software**
BASC Monitor for ADHD Network Set for Windows NT - $604.99 (3 licenses)
BASC Monitor Network Additional Licenses (1-5) - $111.99 x 2 = $223.98

**Computer Software for test library (2 computers)**
WAIS III-WMS III-WIAT-II Scoring Assistant (window CD-Rom) – 225.00 x 2 = $450.00
WISC-IV Scoring Assistant - $199.00 x 2 = $398.00
Stanford-Binet Intelligence Scales, Fifth Edition Scoring Pro - $189.50 x 2 = $379.00
Universal Nonverbal Test of Intelligence compuscore software program - $176.50 x 2 = $353.00
KTEA-II Computer Assist for Comprehensive Form - $99.00 x 2 = $198.00
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PIAT-R/NU Assist - $199.99 x 2 = $400.00
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California Verbal Learning Test—Children’s Version Scoring Assistant with Report Writer, Version 2.0 - $330.00 x 2 = $660.00
Behavior Rating Inventory of Executive Function—Software Portfolio $199.00 x 2 = $398.00
Conners’ Continuous Performance Test-2nd Edition—Version 5 for Windows - $595.00 x 2 = $ 1190.00
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<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>Supplies</td>
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<td>2</td>
<td>$1,420.00</td>
<td>$12,192.00</td>
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<td>Item 3 Travel Charger</td>
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<td>Item 4 HP Laser Jet</td>
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<td>Item 5 Portable CD Player</td>
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<td>Item 6 Tape recorders with external microphones</td>
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<td></td>
<td>Item 7 Dictation machines</td>
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<td>Item 1 Misc supplies - cables, surge protectors, etc.</td>
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<td></td>
<td>Item 2, etc-Locked storage for equipment</td>
<td></td>
<td>$500.00</td>
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<td>Item 3, etc</td>
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<td>Item 2, etc</td>
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<tr>
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<td>Item 3, etc</td>
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<tr>
<td>Network Connections and Infrastructure Costs</td>
<td>Item 1 network and cables</td>
<td>1</td>
<td>$900.00</td>
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<td>(Requires review of UCCS)</td>
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<td>Item 4, etc</td>
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<td>Physical Security</td>
<td>Item 1</td>
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<td>Item 4, etc</td>
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<td>Item 1 Digital Video Cameras</td>
<td>5</td>
<td>$500.00</td>
<td>$2,500.00</td>
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<tr>
<td>(explain)</td>
<td>Item 2, etc</td>
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**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)

**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                                               |          |                |                |
| Student Assistant Salaries             | Item 1                                                    |          | $0.00          |                |
|                                        | Item 2, etc                                               |          |                |                |
| Graduate Student Assistant Salaries    | Item 1                                                    |          | $0.00          |                |
|                                        | Item 2, etc                                               |          |                |                |

**TOTAL** $24,171.95
The project would remain viable at 50% funding. At this level of funding, there would be a significant decrease in the amount of technology equipment and software available to students. This also would lead to a decrease in the number of licenses of software and chargers needed.

**Software List Adjusted for 50% Funding**

**Handheld Software**
BASC Monitor for ADHD Network Set for Windows NT - $604.99 (3 licenses)
BASC Monitor Network Additional Licenses (1-5) - $111.99 x 2 = $223.98

**Computer Software for test library (2 computers)**
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<td>$1,420.00</td>
<td>$8,700.00</td>
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<td>Item 4 HP Laser Jet</td>
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<td><strong>Software</strong></td>
<td>Item 1 See included list</td>
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<td>$5,656.95</td>
<td>$5,656.95</td>
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<tr>
<td><strong>Other Expenses</strong></td>
<td>Item 1 Digital Video Cameras</td>
<td>3</td>
<td>$500.00</td>
<td>$1,500.00</td>
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<tr>
<td>(explain)</td>
<td>Item 2</td>
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**TOTAL**                          |                                                                                       |          | $18,281.95     |
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: $1,420
2. Apple Macintosh models: $1,520

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: $1,780
2. Apple Macintosh laptop: $1,672
3. Personal Digital Assistant (PDA): $456
4. Tablet computer: $2,175

Provide any justification narrative of programmatic requirements here.

12. Standard Replacement Thresholds

Not Applicable

13. Prerequisite, Non-Technology Fee Funding

Not Applicable

14. Matching Funds

No matching funds are available. The limited funds that have been available for the test library have been focused on purchasing assessment materials needed to remain in compliance with NCATE, ACA, and APA standards.

15. Staffing and Other Support Availability

Historically, the CPS department has funded a GRA level 1 to staff the test library. Monitoring of technology resources would become part of this student’s GRA responsibilities.

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, 2005.

See attachment 6

17. Impact on Computing/Networking/Security Infrastructure

Include the assessment response from the IS&T review that was required to be submitted by January 12, 2005.

See Attachment 7
18. Post-Project Assessment Criteria

As a result of this grant, students in the CPS department are expected to demonstrate increased knowledge and skills in the use of technology. This outcome will be evaluated according to criteria the program’s assessment plan. In addition, the expected outcome will be assessed by monitoring student use of the equipment and software purchased by this grant. Data collected will include: program and level (masters, Ed.S., doctoral and program) of student, which equipment checked out and for which course and/or as required by which instructor. Course evaluations and student feedback will provide additional information about school psychology students’ use of, knowledge of and skills with technology. Finally, course syllabi, course objectives, and student work products will be reviewed evidence of integration of technology across the curriculum.

19. Review and Acknowledgements

No matching funds commitment is being made.
FY 2006 Stage 1 Proposal Form for CBSAC and Planning & Facilities
DUE NO LATER THAN JANUARY 12, 2005

Must be submitted by proposer to CBSAC and Planning & Facilities (kimbauer@gsu.edu) no later than January 12, 2005.
The CBSAC and Planning & Facilities assessment will be returned to you on February 17, 2005.
Note: This review may indicate the required purchase of additional network equipment.

CBSAC and Planning & Facilities Review # 13726-05

Submitting Organization: Georgia State University
Major Unit: College of Education
Department: Counseling & Psychological Services

Contact Person: Kris Varjas
E-Mail: kvarjas@gsu.edu
Telephone: 404-651-3883

Project Short Title:

<table>
<thead>
<tr>
<th>5-8 Word Project Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Integrating Technology in Counseling and Psychological Services</td>
</tr>
</tbody>
</table>

Location:

Building and Room Number: College of Education Room 951

Has approval been obtained from CBSAC to use this location? No

Current Use of Location:

Test Library

Proposed use of Location:

Test Library

Renovation or Construction Requirements (include any additional electrical and heat/air conditioning
Electrical Outlet is needed.

Will required renovations exceed $25,000? No
Will installation of multiple computers be required in a room that currently does not house computers? No
Will additional electrical power or air-conditioning be required? Yes (Electrical Outlet)

Contact Person: Kim Bauer, kimbauer@gsu.edu or 1-4787

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 includes adding one electrical outlet. The total approximate cost is $400.00.
**FY 2006 Stage 1 Proposal Form for IS&T**

**DUE NO LATER THAN JANUARY 12, 2005**

- Must be submitted by proposer to IS&T (techfee@gsu.edu) no later than January 12, 2005
- The IS&T assessment will be returned to you on February 17, 2005.
- Note: This review may indicate the required purchase of additional network equipment.

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**IS&T Review # IST06-099**

**Submitting Organization:**
- Major Unit: College of Education
- Department: Counseling & Psychological Services

**Contact Person:** Kris Varjas
- E-Mail: kvarjas@gsu.edu
- Telephone: 404-651-3883

**1. Project Short Title:**

<table>
<thead>
<tr>
<th>5-8 Word Project Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Increasing Technology in Counseling and Psychological Services</td>
</tr>
</tbody>
</table>

**2. Describe in one paragraph any impact on the university’s computing, networking, and security infrastructure created by this project:**

No additional impact on University network. This proposal is requesting the purchase of stand alone computers and PDA devices.

**3. Is any equipment being attached to the network? No**

**4. If yes, provide the following information about the equipment:**
   - Make:
   - Model:
   - Number of pieces of equipment:
   - Room Number/Building:

**5. Will any network connections be added to an existing room? No**

**6. Will wireless capability be added anywhere? No**

**7. Will an existing server be upgraded? No**

**8. Will a server be added to the network? No**

**9. Will connectivity be added to an external data supplier (i.e. Lexus/Nexus)? No**

**10. Will video broadcast/receive capability be added to a classroom, lab, or office? No**
11. Hard-wired connections are the preferred method of adding additional ports to the network based on efficient allocation of limited IP-address space, and ease of troubleshooting. Provide specific justification if this proposal is recommending an alternate solution to hard-wired connections, such as a hub device.

12. What software will be requested for this project? Please include an estimate of the number of licenses for each software product.

<table>
<thead>
<tr>
<th>Product</th>
<th>Version or &quot;Most Current&quot;</th>
<th>Number of licenses</th>
<th>State Contract Price (Total)</th>
<th>Best Price (Total)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item 1 - Observe Desktop and Palm CD-Rom and Instructions Manual - 5 installations</td>
<td></td>
<td>6</td>
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<td>4800</td>
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<tr>
<td>Item 2 - Assessment Data Manager Software + Multi-User Network License</td>
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<td>Item 3</td>
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<td>Item 9, etc.</td>
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</table>

13. Disposition of Used Tech Fee Equipment

Previously purchased tech fee equipment can sometimes be reused once it no longer fulfills its original intent. The first type of reuse permits the department currently in possession of the equipment to reuse the equipment for its students in other ways than those described in the tech fee award proposal that was originally funded to purchase that equipment. The second type of reuse is an offer to make the equipment available to FY 2006 tech fee proposals. Only after attempting to reuse tech fee equipment for students through these two methods may the equipment be reused for non-student needs or sent to surplus.

If the new equipment requested in this proposal will be replacing existing tech fee equipment, indicate how the replaced equipment will be reused:

1. Departmental student use; if yes, describe the new use:

2. Offer to make the equipment available to FY 2006 tech fee proposals; if yes, complete the equipment list below (type of hardware, make, model...):
<table>
<thead>
<tr>
<th>Type of Hardware</th>
<th>Make</th>
<th>Model</th>
<th>Manufactured date</th>
<th>FY Awarded</th>
<th>Award #</th>
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<td>Item 9, etc.</td>
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</table>

- Unit Head (e.g. Department Chair, College Dean, VP, or designee, etc.) responsible for the above listed equipment (MUST retain this equipment through the end of the first month of FY 2006 (i.e. July 31, 2005):

Note: This form does not constitute a commitment by anyone to take receipt of or dispose of the hardware listed. Rather, the equipment listed above will become part of a virtual inventory of used tech fee equipment that the Student Technology Fee Subcommittee for FY 2006 proposals can use as a reference during proposal deliberations.

Contact Person: Amy Bruni, abruni@gsu.edu or 3-9746
IS&T Assessment of Network/Computing/Security Infrastructure:

**IS&T Review # IST06-099**

**Security:** No issues

**Software:** Listed software is not available at MSD.

**Network:** No network impact expected.