Henry Ford College
Application for Funding through the Technology Investment Fund

Project Director: Joyce Hommel   **Date: 09/23/16 (Original), 3/1/16 (Revised)**

Department: **Teaching & Learning Services**   **Division:**   **Teaching & Learning Services**

1. Please describe your project as specifically as possible. Include, but do not limit yourself to, answers to these questions:

   a. What do you propose to do?

   Eshleman Library continues to seek opportunities to provide students with the needed technology and information at the time it is required. As well, the newly designed Vogt Room allows us to now move our library instruction into the next level to include hands-on interactive classes. To address both of these needs the library is requesting the purchase of **30 Wireless Enabled Chromebook** *computers that can be used for Library Instruction classes, and can be available for check-out through the Media Center when not being used by classes. This proposal maximizes the use of the computers while also addressing flexibility that is now available through wireless connections.*

   This proposal includes two parts: **30 Wireless Enabled Chromebook Computers and one 32 Slot Computer Safe**

   b. Why do you propose to do this?

   Eshleman Library seeks to move instructional practices to better meet both the expectations and best practices for students learning to do research in the technological present, while also providing opportunities for students to collaborate within the library setting with flexible technologies suitable for seamless movement among the various group projects and study needs. With a major emphasis on flipped learning and by having tablets available for use during class projects, we can continue to move away from the lecture – receiver method and increasingly toward the direct, immediate application of concepts. By doing their own searches, developing their own strategies, and seeing their own results immediately applied, students can gain the needed confidence to continue the process of research after leaving the classroom.

   While the computers themselves serve a direct purpose, the Computer Safe enables us to quickly recharge, reuse, and secure the computers while not in use as well as efficiently move the computers from the Media Center to the Vogt Room when classes are in session.

2. How many unique students will be served each academic year (Fall through Summer) by your project?   "Unique students" refers to unduplicated headcount. Provide detail (course numbers, titles, and enrollments, for example).

   The library now consistently has between 1800-2100 students entering the building each day Monday – Wednesday with slightly lower numbers on Thursday, Friday and Saturday. From September 1, 2016 to September 14, 2016 this meant a total of 15,041.

   During 2015-16, 2460 individual students received direct Library Instruction sessions provided by Librarians – a number that is now expected to rise with the Librarian position that was filled in August 2016. These students were seen in a total of 128 librarian- led instructions – a number that was down during the spring semester due to the temporary lowered staff availability.

3. Please provide your project's budget. Address each of the questions, or meet each request, listed below.

   a. What will be purchased (including model numbers, if appropriate), and what will it cost? Include amounts that are committed from funds other than the Technology Investment Fund, and indicate the source of those other funds.

Working with IT on the purchase, we would seek to maximize value while purchasing 30 computers –the number needed to provide each student in the Vogt room with a computer for instruction. We further solicited information from Fred Steiner regarding the cost of recent Chromebooks purchased. The Bid Information from that last purchase is:

Quote: RFQ 17684
Vendor: Best Buy Government
PO #: 17087
PO Date: 06/09/16

26 each 15.6" Acer Chromebooks Model: #CB5-571-C4G
Cost: $277.60 ea.

26 each Google Chrome OS Management Software
Cost: $27.00 ea.

The total for 30 computers would be: $9,138.00

Our further recommendation is for the purchase of a 32 slot computer safe that includes charging capabilities which would be selected in concert with the recommendations of the IT department in order to secure, repower, and easily transport the computers as needed for instructional purposes. The anticipated cost of this safe is:

   Item: Chromebook Cart for 32 Chromebooks, Part #: DS-GR-CB-M32-C, Cost: $1300.00
   Freight: $151.00 based on pricing provided via Sandro Silvestri and Fred Steiner
   Datamation, Vendor #:560783

   Total Pricing for Cart/Freight would be: $1451.00

Total Pricing for 30 Chromebooks and Chromebook Cart: $10,589

   b. Where will funds for future maintenance needs, consumables, and such come from?

Day to day security and general usage maintenance will be handled through the Media Center. General set-up and maintenance will be done in house through IT Services. Additional funds should not be necessary.

   c. Attach any support for your budget (quotes, for example) to this application, and indicate here what is attached.

*This will need to go out to bid, depending on the amount approved. Cost of computers have consistently been between $300 - 500 per computer, however, it anticipated that these netbooks will be slightly less expensive once the educational discount is applied. **The cost of $304.60 each has been provided via Best Buy per recommendation of IT and Fred Steiner's bid.***

   d. Rank your needs so that the Technology Investment Committee will have guidance should only partial funding be available to recommend.

*Because we need to be prepared for class sizes of 30, **we would prefer to have 30 so each student can use one**. The computer safe is a security issue that must be addressed so the two items do go hand-in-hand.*

4. Regarding project location and equipment security, please address each of the questions, or meet each request, listed below.
    a. Describe specifically where items to be purchased will be located or installed. Include room-layout diagrams if appropriate.

    The Computers and computer safe will be secured within the office storage space of the Media Center. This area is locked by two entrances and requires a staff key to be used. Further the safe itself provides security for the individual computers. The computers will also be tattle taped and will be available, at this time, only for limited in-Library use upon check-out with a currently active student ID. Check-outs will be tracked through the Sierra system. Computers will require an HFC login to further secure the usage of the items. When in use in the classroom, the safe will be secured in the classroom and students will be required to turn in the computers before leaving the classroom space.

    b. Indicate the status of any necessary approvals for using the space in which items will be located or installed.

    As noted above, students will be required to check-out items with a current valid HFC ID. Class use tracking with be the responsibility of the assigned instructor and will be tracked accordingly.

    c. Who, specifically, will do the installation?

    IT will assist with the initial set-up and login. After that time, usage will be handled by the Library Staff in the Media Center.

    d. How will equipment purchases be secured?
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5. How, specifically, will you determine the success or shortcomings of your project?

Through the Eshleman Library's Annual Report, we track the usage of items to determine success. As well, the Library is currently undertaking new assessment tools within the Library Instruction sessions to determine how well students are gaining research understanding and able to apply this new learning to their course outcomes.

Please submit this form and any attachments to the chair of the Technology Investment Committee by the date you have been given. If you are submitting this form electronically, please combine any attachments into a single PDF. (This application form may be submitted as a document separate from the attachments.