HENRY FORD COLLEGE
Technology Investment Fund (TIF)
Application for Funding

This form and any attachments must be submitted electronically to the chairperson of the Technology Investment Committee by the published deadline date. (This application may be submitted as a document separate from the attachments.)

Please read the Outline of Approval Process and Expectations of Applicants/Project Directors on the last page, and check the box stating that you agree to the terms of the expectations.

Date of Application: 9/7/2018	**Strategic Planning Initiative ID #:** 1746
Project Name:	**Total TIF Funds Requested:** $21,022.50
Project Director(s): Patti Little	**Department/Division/School:** BPED

Summary of Project *(Please limit to one paragraph.)*
The project is to purchase another 30 laptops and a storage/charging cart for the third accounting classroom. We now have 2 carts with 30 laptops each in two accounting classrooms that are used every day and evening. We still have accounting classes wanting to use computers but are unable to since the 2 rooms are booked.

Detailed Description of Project
Describe your project as specifically as possible. What do you propose to do, and why do you propose to do this? We started using computers as an integral part of the accounting program in the Fall of 2016. This is when the Competancy Based Education (CBE) system was piloted with 2 accounting sections. Now, more than half of the BAC 131 sections are taught using the CBE method; and the remaining sections have incorporated the use of classroom computers in a different way. All work in accounting is done on the computer; these classroom computers allow the instructors to let the students complete some of their work in the classroom with the instructor's guidance and help. That is when the learning is happening -- when the student is working. Now, the instructor can be there while the work is being completed and can help the student at the time of the learning. These computers also allow more instructors to use the CBE method, which has significantly lowered the failure rate.

Student Impact
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). This is a total of the students in our program: BAC 131--270 students, BAC 132--90 students , BAC 231--30 students, BAC 234--15 students, BAC 235--20 students, and BAC 262--25 students for a for a total of 450 students. Another cart would have an impact on the one-third of students who are unable to use the existing computers.

Explain how the project provides technology to multiple courses or programs.

These computers will not be Chromebooks; they will be PCs. This will allow the use of software such as Excel and Quickbooks and the Tax software we use to teach Tax accounting. Unlike the two sets of Chromebooks we have purchased previously, we will be able to download a lockdown browser for testing. Having another group of computers will allow us to expand our "Lab" concept, which is connecting two classrooms with a large double door. This way we can have some students in one room for quiet testing and students in the other room working collaboratively and making use of small lectures or explanations by an instructor. We could have two instructors sharing one space taking turns monitoring exams and helping with online work. By purchasing the PCs, we will be able to incorporate more Excel into our accounting classes, which was suggested by the Accounting Advisory Committee. We also need USB number keypads for our existing Chromebooks. This will make it easier for students to enter many numbers on timed exams. The new computers will have a number pad built in; these number pads are an accessory to use with the Chromebooks in E-141 and E-143.

Explain how the project introduces student access to technology where it has not been available.

Although computers are available to students in other areas of this campus, it is more effective to have computers available to students along with an instructor. Again, these computers allow the instructor to be there and help while the student is learning. In accounting, like many other subjects, students learn by doing. The past method of lecturing and then sending the student home or to the computer lab to then do the work was not effective. Students do not learn as much by listening to a lecture as they do by doing the work. The instructor was not there when the student was learning in the old structure. Now, the instructor is in the room, the classroom, while the student is working through the exercises and problems. So it isn't new technology that was previously unavailable to students; it is putting the technlology together with the instruction.

Explain how the project promotes innovation.

Using the CBE method has allowed students to go at their own pace. We have had many students who were able to complete two accounting courses in just one semester. This was not possible before. This method has also allowed students who go at a slower pace to complete a course over two semesters by not having to start over from the beginning each time they repeat the course. This, too, was unheard of.

Explain how the project promotes curricular revision.

Explain how the project supports areas that have established themselves as leaders using technology.

This CBE method was adapted from the developmental math model. Since BAC 131 is considered a "gateway" course, it was necessary to see how we could use technology as others have to increase the success rate in this course.

Are you pursuing additional funding sources? If so, what are they?

No.

Project Budget

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

30 ACER ASPIRE 5 A515-51G-5067 WITH 15.6" LCD, INTEL CORE I5 8250U (QUAD CORE) 1.6GHZ CPU, 8GB DDR4 RAM, 1TB HD / 256GB SSD HD'S, WINDOWS 10 HOME, WIRED / WIRELESS ETHERNET, NVIDIA GEFORCE MX150 2GB VIDEO CARD, NUMBERPAD, 1 YEAR WARRANTY for$ 649.95 each or $19,498.50 as well as a charging and storage cart for $900.

Aslo 24 USB number keypads for our existing chromebooks. 24 keypads at $26 each for $624.

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

There are no consumables.

Forward any support for your budget (quotes, for example) to the chairperson of the Technology Investment Committee, and indicate here what has been forwarded.

https://www.schooloutfitters.com/catalog/product_info/pfam_id/PFAM47565/products_id/PRO62774?sel=1

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

We need the laptops and storage cart first; the number pads to use with our existing laptops is a lower priority but still needed.

Project Location and Equipment Security

Describe specifically where items to be purchased will be located or installed. Forward to the chairperson of the Technology Investment Committee room-layout diagrams if appropriate.

Room E-137

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

This classroom is used only by accounting classes.

Who, specifically, will do the installation? Facilities need only to attach an eyebolt to the wall to secure the computer cart with a cable.
How will equipment purchases be secured? This cart will be bolted and locked to the wall and the cart locks as well.
Have you discussed with the Executive Director of Facilities Services to determine what, if any, infrastructure modifications are required to support this project such as electrical upgrades, locks, etc.? What has been determined? No. We have done this two other times.
Have you discussed with the Director of Network and IT Infrastructure to determine what, if any, software and/or network infrastructure modifications are required to support this project? What has been determined? Yes. They are willing and able to support this project.
Evaluation
How, specifically, will you determine the success or shortcomings of your project? We continue to look at the success rate in all accounting sections.

TIF Funding: Outline of Approval Process and Expectations of Applicants/Project Directors

1. Your project must be consistent with the description of the purpose of the Technology Investment Fund (See II.D.210 in the Faculty Organization Handbook.) and <u>must have been submitted as part of your division's operational plan</u>. Assuming that your project has not been funded otherwise (from general College funds or through Perkins funding, for example), you may complete and submit the application for TIF funding by the announced deadline.

2. A meeting will be scheduled for you to present your project to the Technology Investment Committee. You will be asked to give a short presentation and to take questions from Committee members about your project. The Committee will then meet to determine whether to recommend funding for your project. Please remember that even projects with great apparent merit may not be recommended for funding due to limited funds or other factors.

3. The recommendations of the Technology Investment Committee are forwarded to the President for consideration. Should your project be recommended by the Committee for funding and should the President concur with that recommendation, the funding request is placed before the Board of Trustees for consideration.

4. If your funding request is to be brought before the Board, the Technology Investment Committee Chair will notify you of the date of the Board meeting at which your request will be discussed. You or someone familiar with your project should plan to attend that meeting to answer any questions Board members may have.

5. The Board of Trustees will not actually vote whether to allocate funds for your project until the meeting following the meeting at which your project is discussed. The Board generally does not ask further questions about projects during the meeting in which it takes the vote. The Technology Investment Committee Chair will notify you of the outcome of the Board's vote.

6. Assuming that the Board votes to allocate funds to your project, you will work with the Office of Financial Services and Auxiliary Services and with Purchasing to use your funding to complete your project. (A copy of your proposal will be forwarded to the Purchasing Director.) You are responsible for coordinating the work to be done to complete your project including any tasks required during the Spring and Summer semesters.

7. During the third full semester (Fall or Winter semester) following the semester during which your funding is awarded, you will be asked to provide a written report evaluating your project and to present this report to the Technology Investment Committee.

☒   I (We) have read the TIF Outline of Approval Process and Expectations of Applicants/Project Directors and do agree with the terms of the expectations.

Name(s):   Patricia Little

Date: September 7, 2018