Division of Academic Affairs
Technology Fee – Systemic Project Proposal
2016

Proposal Deadline: Friday, January 22, 2016 @ 5:00 pm

Project Proposal Type

Systemic Project

Projects proposed by operational units of the university (e.g., colleges, academic departments, Library, etc.) for instructional technology enhancements of unit-wide or university-wide scope.

All Systemic Project proposals must be acknowledged (signed) by the operational unit head (e.g. Dean, Chair, Director, etc.).

Project Title

Student Laptop Program Refresh

Total Amount of Funding Requested

$28,306.40

Primary Project Coordinator

Stephanie Clark

Unit Head Acknowledgment

Unit Head Signature: _____   Date: 1/20/2016

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Systemic Project Proposal: Student Laptop Program Refresh
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Systemic proposals must provide the following information:

1. **Description of initiative/investment to enhance instructional technology.**
   The John C. Pace Library currently maintains a circulating collection of 42 laptops. These laptops are loaned out to students for use both inside and outside the libraries. Students may check out the laptops for a period of six hours during the day, and after 7PM they are able to check the laptops out overnight, with a return time of 10AM the next morning. These laptops provide portable computing power to students who might not otherwise have access to it. Students are able to utilize these laptops in the library, in the classroom, or in any other location on or off campus. The overnight program provides students with computer access even when the library is closed.

   Twenty of the current 42 laptops are about to go out of warranty. The damage accumulated from regular wear and tear on these machines due to the high volume usage is significant, and having machines out of warranty puts the program in a perilous position. This project would replace the oldest 20 laptops with newer, warrantied machines. Due to the heavy demand upon these laptops, replacing these 20 older laptops will allow the program to continue to enhance student experience and meet their needs for flexible, portable technology.

2. **Description of how initiative has a college/unit-wide or university–wide scope.**
   The John C. Pace Library serves all of the students in the University and was visited by 494,625 individuals in the 2014-2015 fiscal year. This program in particular will benefit all those students who physically visit the library by allowing for a continuation of current levels of computing power both inside and outside of the physical building.

   The laptop program makes hardware and software available to students where they need it, by allowing them the use of laptops anywhere on or off campus, which are loaded with the full Microsoft Office suite and a host of additional software, including Blender 3D Modeling, Inkscape Vector Graphics, and HAWKES Beginning Statistics. Please see https://secure.uwf.edu/library/about/technology/software-availability/ for a complete list of software available. This comprehensive base of software enables students from all disciplines to utilize the laptop program. By replacing the 20 oldest machines, this project will allow the laptop lending program to remain a vital and viable part of the technology ecosystem on campus.

3. **Description of project alignment with UWF Strategic Plan.**
   The University of West Florida's current mission statement (2012-2017) establishes a commitment "to provide students with access to high-quality, relevant, and affordable undergraduate and graduate learning experiences; to transmit, apply, and discover knowledge through teaching, scholarship, research, and public service." This project is directly focused on increasing the availability of high-quality technology to our students

who may not otherwise be able to afford access to it, and providing mobile technology that allows students to take full advantage of the opportunities for discovering knowledge through scholarship, research, and public service in a variety of venues.

In addition, the UWF Libraries Laptop proposal is in direct alignment with several specific portions of the University of West Florida Strategic Plan (2012-2017), including:

- **UWF Priority 1.1**
  The UWF Libraries Laptop proposal will provide students with a flexible and mobile computing option that will assist them in fostering learning and growing skills that will optimize their prospects for success, as per the UWF Strategic Priority.

- **UWF Priority 1.2**
  The UWF Libraries Laptop proposal will maintain the accessibility of high quality technology to students who might not otherwise be able to afford access to laptop computers, helping to meet their education needs.

- **UWF Priority 4.1**
  The UWF Libraries Laptop proposal will allow for updated technology that will "support and sustain the high quality services and infrastructure needed to achieve identified UWF priorities."

4. **Description of benefits provided.**
   The UWF Libraries Laptop Program began loaning laptops in 2006 and expanded to overnight checkouts in the summer of 2010. With each year, the popularity of the program continues to grow. Since the 2011-2012 fiscal year, when there were 9,054 6-hour laptop loans, circulation has increased by 26% to 11,453 loans in the 2014-2015 fiscal year. Overnight laptop loans since fiscal year 2011-2012 have increased by 10%, from 2,838 loans in 2011-2012 to 3,148 loans in 2014-2015. October 2015 saw the highest number of 6-hour laptop loans with 1,704 loans. Please see Appendix A for charts showing 6-hour and overnight laptop loans each fiscal year from 2011-2012 to the current fiscal year.

   It is crucial that the Libraries circulate up-to-date technology protected by warranties in order to meet the high demand for these laptops and expectations of our students. By replacing the 20 oldest machines with newer laptops and ensuring that all equipment in the program is under warranty, the Libraries will be able to continue to meet the demand for portable computing technology on campus. It will also allow us to retire some of the extremely old machines in the extended loan program, which is used by faculty and staff to supplement classroom technology and provide laptop computing for research, travel, conferences, and other campus activities.

5. **Description of how success/impact will be measured.**
   The Circulation Department will continue to maintain statistics on the Libraries' Laptop Program, as well as solicit feedback from students on the benefits and possible improvements to the program. Statistics are collected monthly from the Laptop Program by the Libraries' information management system. We will continue to monitor these

statistics to determine the number of laptops needed as well as the software students need access to in order to support their coursework.

6. **Detailed description of resources required including hardware and software requirements and personnel costs (faculty compensation is not an allowed cost).**
    This proposal is for 20 Dell Latitude 14 7000 series laptops and 20 laptop bags. The cost of each laptop includes a four year warranty. Laptop bags are needed in order to organize and efficiently circulate the equipment. The cost of twenty Targus Meridian II topload carrying cases are included in this request.

Type of Material	Cost per item	Number of items	Total Cost
Dell Latitude 14 7000 series	$1,370.77	20	$27,415.40
Targus Meridian II topload carrying case	$44.55	20	$891
TOTAL			$28,306.40

There are no additional personnel costs associated with this proposal.

7. **Proposed timeline.**
    The items listed above will be ordered as soon as funds become available. When the equipment arrives, it will take no more than two weeks to format the laptops and catalog them for circulation so they can be loaned to students.

8. **Plan for sustainability beyond conclusion of funding from technology fee, if applicable.**
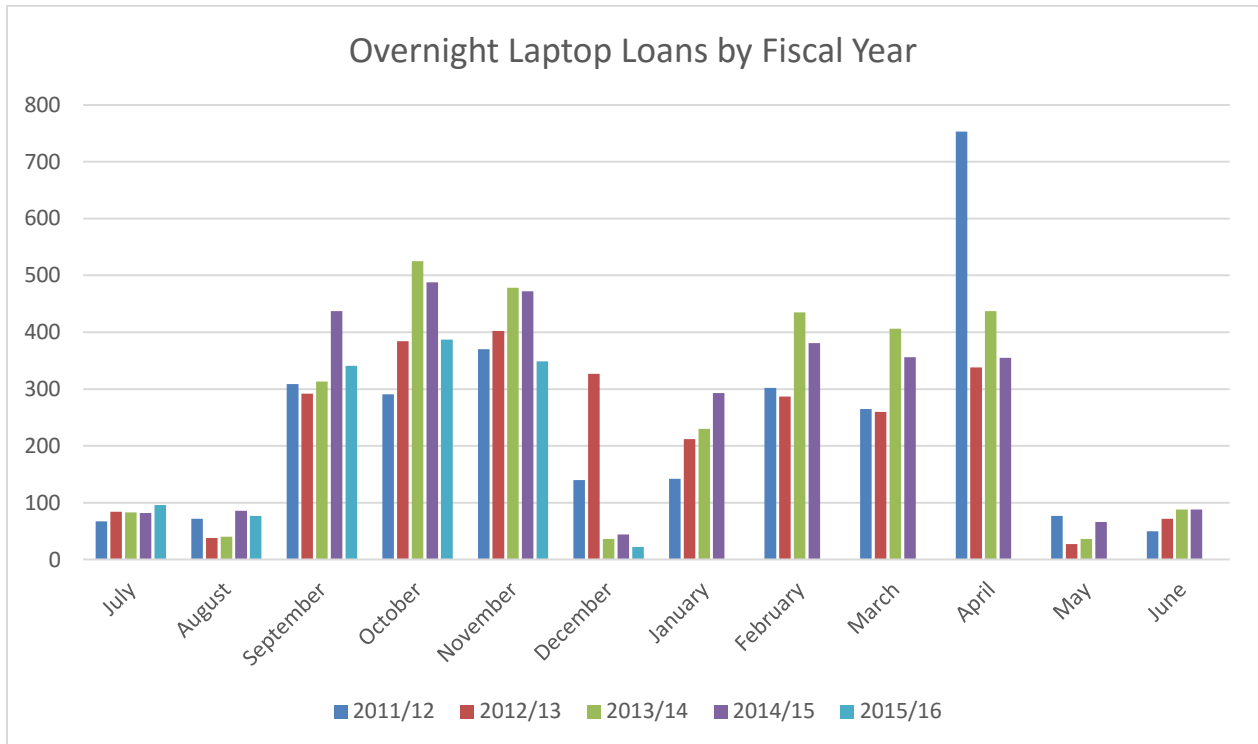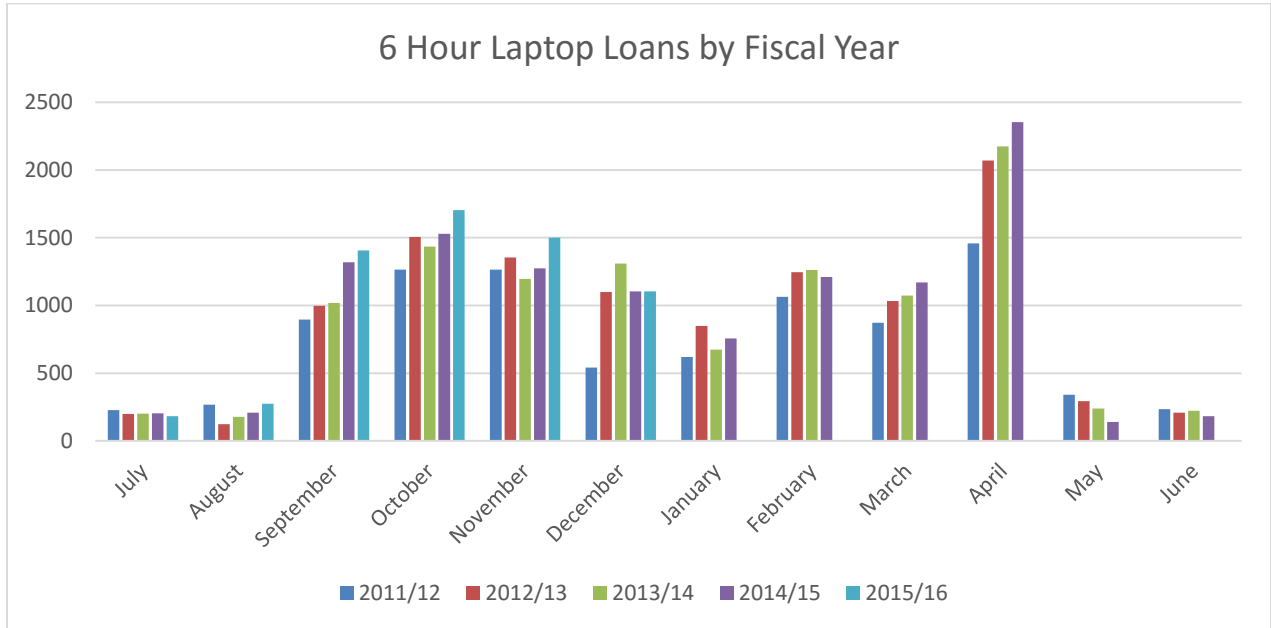   Not applicable

9. **Resource matching commitments from other organizations/sources (identify organization and amounts), if applicable.**
    Not applicable

10. **Individual responsible for reporting and accountability, along with contact information.**
    Stephanie Clark
    Head of Circulation
    John C. Pace Library
    sclark2@uwf.edu
    474-2413

Appendix A

6 Hour Laptop Loans by Fiscal Year

Legend: 2011/12, 2012/13, 2013/14, 2014/15, 2015/16

Overnight Laptop Loans by Fiscal Year

Legend: 2011/12, 2012/13, 2013/14, 2014/15, 2015/16

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ITS Review Comments

GENERAL COMMENTS:
None

COMPLIANCE WITH STANDARDS:
No Comments.

INFRASTRUCTURE ISSUES:
No Comments.

PRICING/COST ISSUES:
No Comments.

OTHER SUPPORT ISSUES:
No Comments.

SUGGESTIONS TO PROPOSER:
No Comments.

For questions regarding ITS comments, please contact:
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