



Henry Ford Community College
Technology Investment Fund
Project Funding Request

RECEIVED

SEP - 6 2012

HFCC
 VICE PRESIDENT/CONTROLLER

This application form with original signatures must be received by the Vice President/Controller's office by 4:00 p.m. on either **the first Friday after Labor Day** (Fall semester) **or the third Friday in January** (Winter semester) in order to be eligible for funding. Applications will only be accepted on this form. Applications must include an Executive Summary which will be shared with the Campus Community. (**Attach additional sheets for any section needed.**)

Date of Application: September 5, 2012	Project Type: [x] New [] Upgrade/Expansion	
Project Director: Rochelle M. Taylor Department/Division: Athletics/Student Affairs	How many students will directly benefit from the project? 85-100	Total TIF Funds Requested: \$13,025

Problem Statement

Define the problem/idea. <i>(What do you want to do? Why?)</i>	Student-athletes at HFCC spend a considerable amount of time traveling to athletic competitions within Michigan and neighboring states. There is a need for student-athletes to stay current with class assignments and to be able to successfully study while traveling. Many of our student-athletes do not have personal laptops that they can use when traveling. This request is to fund 12 laptop computers and 4 tablets that can be checked out for team travel.
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Evidence for Project Validity
(What is the current situation?)

What resources do you have/use now?	There are no resources in use as currently student-athletes must travel with their own study tools. When student-athletes have hotel lodging, an entire team must share the one or two computer workstations that a hotel may provide.
Why can't you use your existing resources to do this project?	The athletic department budget cannot absorb the costs to purchase laptops and tablets.
What evidence do you have that this project will be successful? <i>(Cite specific information.)</i> <ul style="list-style-type: none"> • Current research • Examples from other schools or teachers • Letters of support from experts in the field • Your own past experience. 	It is a common practice in intercollegiate athletics to provide a Laptop Check-Out Program to student-athletes. Nationwide, student-athletes are equally challenged with representing their institutions while still achieving academic success. To address the challenge, colleges and universities make laptops and tablets available to assist students with completing their class assignments and to assist with studying when they are on official team travel.

Relevance to Technology Investment Committee Guidelines

(Address only those that apply.)

INNOVATION:	
Is the proposal innovative to the field of Instructional Technology?	
Is the proposal innovative to HFCC?	HFCC has not instituted a Laptop Check-Out Program for student-athletes in the past; therefore, this is innovative to the college.
Is the proposal innovative to the specific discipline?	
NEED:	
Is the proposal essential for the instructional design?	
Does it create new programs or courses with the potential for increased student enrollment?	
Is it necessary to remain competitive with post-secondary institutions?	Many student-athletes make decisions about post-secondary institutions based on what services the college can provide to assist in their academic and athletic success. This program provides an opportunity to be competitive with other NJCAA-institutions in these areas.
Does it provide skills that are transferable to the workplace?	
Does it prepare students for transfer to upper-level curriculum?	The Laptop Check-Out Program will allow student-athletes to more easily manage their course loads and to be better prepared to transfer to upper-level curriculums.

Relevance to Technology Investment Committee Guidelines (continued)

(Address only those that apply.)

<p>Does it keep the course or program current in the related technology?</p>	
<p>NATURE OF PROPOSAL:</p>	
<p>Is the proposal a component of curricular revision?</p>	
<p>Is it the next logical step in the evolution of the course/curriculum?</p>	
<p>Will it help attract students to HFCC?</p>	<p>The HFCC coaching staff will publicize the laptop Check-Out Program during recruiting activities, which will help attract student-athletes to HFCC.</p>
<p>Will it support HFCC community outreach/public relations activities?</p>	
<p>Will it support student retention activities at HFCC?</p>	<p>Student-athletes are required to enroll and pass 12 credit hours and to maintain at least a 2.0 GPA each semester to remain eligible to compete (per NJCAA rules). Many times, student-athletes that become ineligible during the year (do not pass 12 credit hours or fall below a 2.0 GPA) choose to leave HFCC. The Laptop Check-Out Program supports student retention by helping student-athletes remain academically sound and returning to HFCC each semester.</p>
<p>Will it become an integral part of the course, program or curriculum?</p>	<p>The Laptop Check-Out Program will be an integral part of our efforts to assist in the academic achievement of our student-athletes.</p>

Resources

Where will the project hardware be installed?	No installation necessary.	
Who will do the job? <ul style="list-style-type: none"> • List the personnel • List their duties 		
Who will use the hardware?		
Who will conduct any necessary project-hardware training?		
Who will handle any spring and summer semester duties related to hardware installation?		
Do you have commitment from your administration for personnel support? <i>(Be specific, include documentation.)</i>		
Is release time required to complete this project? If yes, has it been approved at this time by your Associate Dean?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	<i>TIF does not fund release time. If you are requesting release time, it must be approved by the appropriate administrators prior to proposal submission.</i>

Evaluation

(How will you know if it worked?)

How will you demonstrate to the college that this was an effective use of funds? *(How will you evaluate the goals listed as Expected Outcomes?)*

We will report the number of student-athletes who become ineligible during the academic year. We will also compare the team grade point averages from the previous year.

How will you determine the success or shortcomings of the project?

We will determine the success from the number of students who use the program. We will determine shortcomings from the requests of students for additional technology services and/or resources.

Budget

(You must also include an itemized budget statement.)

What do you need to complete this project? *(Be specific about equipment, software, and training.)*

12 laptop computers
4 tablets
1 Mobile Laptop Charging and Storage Cart
16 Security Cables

What is the TOTAL COST? *(You must attach an itemized cost analysis with this proposal.)*

TOTAL PROJECT COST: \$13,025.00
(see attached)

How recent is your quote?

August 2012

<p>Are changes to the college infrastructure necessary to support this project?</p>	<p>[] Yes [x] No</p> <p><i>If "yes" provide an explanation from the Directors of Data & Voice and Buildings & Grounds, and from the Administrator in charge of the affected room(s).</i></p>
<p>What other monetary commitments exist? <i>(Department/Division/External) Please be specific; include documentation wherever possible.</i></p>	<p>None</p>
<p>If other sources of funding are not available, why?</p> <ul style="list-style-type: none"> • Doesn't have the support? • Not viewed as feasible? • Not a priority? • Other? 	<p>The athletic department budget supports expenditures related to the athletic training and competition of student-athletes. While academic success is a priority, we simply do not have the funds available to fund the request.</p>

Strategic Plan

Include with your application a document that indicates the ways in which your project addresses the goals and objectives of the Henry Ford Community College Strategic Plan. Also, indicate how your project addresses your Division or Department plan. Be as specific as possible.

TIF PROJECT FUNDING REQUEST LAPTOP CHECK-OUT PROGRAM

Ways in which this project addresses the goals and objectives of the
HFCC Strategic Plan

Strategic Goal 6:

Enhance student-support services to assist students in meeting their educational goals.

This project supports the Mission and underlying principles of the HFCC Strategic Plan by helping students succeed. The Laptop Check-Out Program specifically addresses Strategic Goal 6 by enhancing support services provided to students. Rather than supporting students during the campus hours and work days, student-athletes will utilize this technology while traveling and competing during the evening hours and on weekends away from the College while still representing HFCC.

TIF PROJECT FUNDING REQUEST LAPTOP CHECK-OUT PROGRAM

Ways in which this project addresses the Operation Goals of the
Student Affairs Division

Operational Goal 1:

Improve Student Academic Success (increase retention and completion rates; help students reach academic and career goals; improve convenience, access and use of College services)

This project addresses the Operational Goal by improving the convenience and access of College services. Typically, students visit the library for computer access. The Laptop Checkout Program extends this service to student-athletes traveling to represent the College. In addition, students who are better prepared for class assignments, quizzes and tests are more likely to remain and complete degree requirements at the College.

TIF Project Funding Request

Laptop Check-Out Program Itemized Cost Analysis

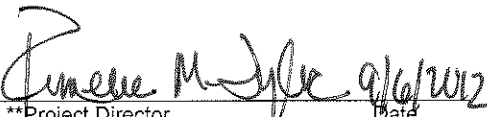
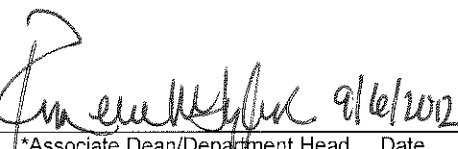
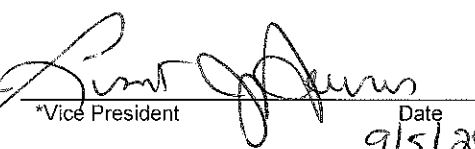
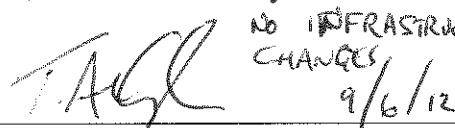
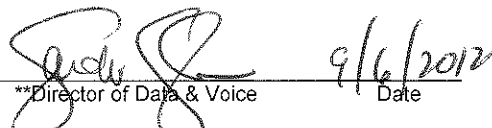
Laptop Computers 12 x \$900	\$10,800
Tablets 4 x \$500	\$ 1,000
Mobile Charging and Storage Cart	\$ 825
Security Cables 16 x \$25	\$ 400
TOTAL PROJECT COST:	<u>\$13,025.00</u>

Non-Instructional Proposals

Complete this section if this is a Non-Instructional Proposal, related to college areas that serve and support student instructional progress. (Non-Instructional areas include Library Services, the Learning Lab, Counseling, and Placement Services.)

Expected Outcomes <i>(Project Objectives)</i>	
What will this project accomplish that you can't accomplish now?	<p>This project will allow HFCC to provide sound academic support for student-athletes. While we require our student-athletes to miss class time in order to represent the college, we have not supported their ability to remain current with class assignments and studying.</p>
How does the project enrich or support the learning, teaching, or communication technology needs of students? (List specific examples.)	<p><i>As a result of this project, service to students will be improved through:</i></p> <p>The Laptop Check-Out Program supports student learning by providing practical and relevant resources that will allow student-athletes to:</p> <ol style="list-style-type: none"> 1. Remain current with class assignments; 2. Maximize time management skills; 3. Reduce the number of missed class time (some students arrive home late from travel and miss class the following day because they are unprepared for class).

SIGNATURES:

 _____ **Project Director Date 9/6/2012	 _____ *Associate Dean/Department Head Date 9/6/2012	 _____ *Vice President Date 9/5/2012
 _____ **Director of Building & Grounds Date 9/6/12 NO INFRASTRUCTURE CHANGES	 _____ **Director of Data & Voice Date 9/6/2012	

* For notification purposes only
 ** For project feasibility



Henry Ford Community College

Technology Investment Fund Project Funding Request

Executive Summary

DATE OF APPLICATION	PROJECT TYPE
September 7, 2012	<input checked="" type="checkbox"/> New <input type="checkbox"/> Upgrade/Expansion
NAME OF PROJECT DIRECTOR OR PRESENTER	DEPARTMENT/DIVISION
Rochelle M. Taylor	Athletics / Student Affairs
COST OF PROPOSED PROJECT	NUMBER OF STUDENTS SERVED ANNUALLY
\$13,025	85 - 100

SUMMARY

See attached.

(Attach additional sheets if needed.)

TIF FUNDING REQUEST LAPTOP CHECK-OUT PROGRAM

Executive Summary

Student-athletes at Henry Ford Community College are required to fulfill many eligibility requirements of the National Junior College Athletic Association (NJCAA) that hold them to a higher standard than other students at the college. Specifically, students must maintain enrollment in 12 credit hours each semester of participation, progress toward a degree at 24 credits hours per year, and maintain at least a 2.0 grade point average.

Our student-athletes strive to accomplish these requirements as they commit to team practices of at least two hours daily and a rigorous competition schedule that includes travel to community colleges throughout Michigan and our neighboring states of Ohio and Indiana.

As an athletic department that prioritizes academic success above athletic success, we believe it is vital that student-athletes have the resources necessary to remain current with assignments and projects, and to successfully study.

The Laptop Checkout Program will provide laptop computers and tablets for team travel. This will provide an opportunity for student-athletes to use necessary technology while on the road traveling. The majority of our student-athletes do not have laptops, resulting in either missing or late assignments during weeks with heavy team travel or poor efforts as students begin assignments when they return home (generally after 11 p.m.).

Allowing students to check-out laptops will greatly increase the time student-athletes use studying and completing assignments, leading to academic success and greater retention of students at HFCC.