Henry Ford Community College
Technology Investment Fund
Project Funding Request

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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 7, 2012	**Project Type: [ ] New [X] Upgrade/Expansion**	
Project Director: Katherine Howe/Suzanne Sample **Department/Division:** Nursing	**How many students will *directly* benefit from the project? Approx 560**	**Total TIF Funds Requested: $33,300**

Problem Statement

Define the problem/idea. *(What do you want to do? Why?)*	The purpose of the nursing program is to prepare graduates who are eligible to pass the NCLEX-RN licensing exam to become registered nurses. The licensing exam is totally computerized and is given online at Pearson testing centers. In order to better prepare students to take this exam, the nursing program has partnered with Elsevier Review and Testing (formerly Health Education Systems Inc) to have nursing students take several or multiple standardized tests throughout the curriculum to benchmark against national norms. All of these tests **must** be given in monitored computer sessions. This has significantly increased the usage of the computer lab. In addition, classroom instructors are putting more of the nursing course testing online. These exams are also monitored testing situations. Our current computer lab of 45 computers is not sufficient to provide the needed hardware to do all of this computerized testing for 560+ students over the course of the semester. In order to meet this additional demand for computer access, we desire to purchase 45 laptop computers and two security storage & charging cabinets. This will allow us to use any classroom as an additional monitored testing environment.

Evidence for Project Validity
(What is the current situation?)

What resources do you have/use now?	Our current School of Nursing (SON) building has one computer lab with 45 computers. We have 12 additional computers in the Media Center and 20 bedside computers in the skills labs. There are three computer labs in the MTEC facility with capacity of 19-20 per lab. The access to these labs is totally dependent on the scheduling of clients. Some days there would be availability but it would be inconsistent. The availability of these computer labs is critical to the clients who use the MTEC facility. If the proposed Ford collaboration is completed, then these labs will be in full use by Ford.
Why can't you use your existing resources to do this project?	The media center is open for student access for classroom preparation and grade access. It is too small to be used for secure and monitored testing. The bedside computers are needed for scheduled skill lab use and are not available for secure and monitored testing. Also these computers are wall mounted at a level more appropriate for standing then sitting to simulate bedside charting in the clinical area.
What evidence do you have that this project will be successful? *(Cite specific information.)* • Current research • Examples from other schools or teachers • Letters of support from experts in the field • Your own past experience.	Computerized nursing course exams were piloted in N120 during the Fall 2011 and expanded to include N250 in Winter 2012. This testing methodology received positive feedback from both faculty and students. The shortcomings regarding scheduling and availability of space are being addressed in order to expand the methodology.

Relevance to Technology Investment Committee Guidelines *(Address only those that apply.)*	
INNOVATION: **Is the proposal innovative to the field of Instructional Technology?**	While this project is not innovative to technology, it provides a needed method of expanding computer access to the SON.
Is the proposal innovative to HFCC?	I do not know of another division using this methodology. Nursing has the distinct advantage of increased building security. We have security cameras throughout the entire building. We have a Simulation Lab and Lab equipment storage areas that requires a different key to access. We believe that we can offer this innovative approach a higher level of security to protect the hardware from potential theft because it will be only used in a monitored situation and returned to the security of the Lab for storage.
Is the proposal innovative to the specific discipline?	Nursing schools around the country are moving to increased use of computerized testing. The use of mobile laptops to expand HFCC computer access for our nursing division is new.
NEED: **Is the proposal essential for the instructional design?**	Computerized testing is essential to the instructional design. The standardized tests needed for nursing are now taken on computers. The skills necessary to be efficient on computer tests are different than pen and pencil testing. For example, most computer exams do not allow you to go back to a previous question. This forces students to answer questions fully the first time. It helps students develop their critical thinking with testing. This is an essential skill for success on the NCLEX licensing exam.
Does it create new programs or courses with the potential for increased student enrollment?	The mobile laptop computer capability will not create new programs or enrollment but it will address a major problem we have with scheduling computer access for our current level of student enrollment.
Is it necessary to remain competitive with post-secondary institutions?	HFCC is the largest ADN nursing program in the state of Michigan. Other schools around the county use us as a benchmark for their program decisions. Helping our students become proficient in computer testing will help us increase our NCLEX scores which have dropped over the past few years. Our current "pass rate"(86%) has fallen significantly below the BSN value (95%) for the state.

Does it provide skills that are transferable to the workplace?	Computers are becoming critical in the nursing workplace. All of the charting that is done is now on computers. Much of the communication between the hospitals and the physician offices is done by computers. Computerized testing is being used by employers to document staff development activities, for competency testing, and continuing education. The ease and use of computer technology clearly is transferrable.
Does it prepare students for transfer to upper-level curriculum?	The skills used by this project will help nursing students as they take the higher level of nursing education. The movement in nursing is to have the bachelors in nursing. Some local employers are requiring completion of the BSN as criteria for employment. Entry into BSN completion programs require RN licensure which can only be obtained by passing the computerized NCLEX exam. Many of these RN-BSN programs are online and do use online testing.

Relevance to Technology Investment Committee Guidelines (continued) *(Address only those that apply.)*	
Does it keep the course or program current in the related technology?	Standardized computerized testing is the current movement in the field of nursing education. This is in order to better prepare our nursing students for the NCLEX computerized licensing exam.
NATURE OF PROPOSAL: **Is the proposal a component of curricular revision?**	The movement to classroom computerized testing has been one of our current curricular activities over the past two years. N120 piloted it one semester and then N250 added it the next semester. This semester we will have 5 out of 8 nursing courses with all or a majority of their classroom tests online.
Is it the next logical step in the evolution of the course/curriculum?	This mobile laptop ability will allow our curriculum re-design task force to build the computer classroom testing into the plan with the goal of all testing in the nursing courses be administered by computer. We are required to re-design our curriculum before our next national accreditation in 2016.
Will it help attract students to HFCC?	Having a nursing program that performs well on the NCLEX licensing exam will attract students. It is the goal of every student entering nursing to be successful in passing the licensing exam. A valid nursing license is the first job requirement of the profession.
Will it support HFCC community outreach/public relations activities?	Nursing is a highly visible program for HFCC within the local community. Having a high success rate on the licensure exam is a point of pride that can be used to generate support for the college within the community.
Will it support student retention activities at HFCC?	Students who gain the mastery of the computer testing environment should do better on nursing exams, will get immediate feedback and do better with these emerging test strategies.

Will it become an integral part of the course, program or curriculum?	Yes.

Resources		
Where will the project hardware be installed?	The laptops will be installed in the two mobile carts. The carts will be locked when not in use. They will be stored in our secure PSL suite. The carts will be tracked and monitored the same way we control the access to the other expensive equipment in the nursing building.	
Who will do the job? • **List the personnel** • **List their duties**	DVC will bid out the computers and set them up with access to the college intranet. The Lab facilitators will control the sign-out of the equipment. Faculty will control the use and return of the equipment to the PSL facilitators who will secure them in the PSL suite.	
Who will use the hardware?	Students will use the computers in the classroom to do online testing. Upon completion of the exam, students will place the laptops back into the carts and the carts will be locked and returned to the security of the PSL suite.	
Who will conduct any necessary project-hardware training?	The PSL facilitators will be responsible for educating faculty/students on the use of the laptops.	
Who will handle any spring and summer semester duties related to hardware installation?	The Lab Facilitators will be responsible for management of the Spring/Summer duties of management. DVC will handle any hardware instillation but there should be limited if any additions after the initial set-up	
Do you have commitment from your administration for personnel support? *(Be specific, include documentation.)*	The need for additional computer testing availability was discussed with Dr. Jacobs and more recently with VP M. Swan. It was recommended that I submit this request in writing.	
Is release time required to complete this project? **If yes, has it been approved at this time by your Associate Dean?**	**[ ] Yes [x] No** **[ ] Yes [ ] No**	*TIF does not fund release time. If you are requesting release time, it must be approved by the appropriate administrators prior to proposal submission.*

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?)*	One of our program outcomes is the tracking of our student success on the NCLEX exam. This trended data must be reported to the Michigan Board of Nursing every year. Our "pass rates" have been dropping. Increasing familiarity with computer testing should make a difference in our student's ability to be comfortable with this testing methodology.
How will you determine the success or shortcomings of the project?	Success will be determined by increasing "pass rates" on our NCLEX exam. Another measure of success will be to get all of our courses and sections doing computerized testing. Shortcomings will be determined by the functionality of the carts, ease of mobility and security of the hardware.
Budget **(You must also include an itemized budget statement.)**	
What do you need to complete this project? *(Be specific about equipment, software, and training.)*	We would like to purchase 45 laptop computers. The estimate from DVC is for $700 per computer. This would total $31,500. We would need two locking mobile carts. The attached quote is for $900 per cart that holds 24 computers. There would be no additional software or training involved.
What is the TOTAL COST? *(You must attach an itemized cost analysis with this proposal.)*	$33,300

How recent is your quote?	Computers 8/30/12 Carts 8/30/12
Are changes to the college infrastructure necessary to support this project?	**[ ] Yes [X] No** *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).*
What other monetary commitments exist? *(Department/Division/ External) Please be specific; include documentation wherever possible.*	There are no additional monetary commitments.
If other sources of funding are not available, why? • **Doesn't have the support?** • **Not viewed as feasible?** • **Not a priority?** • **Other?**	This was submitted for Perkins but was not selected. Concerns were about the security for the computers. We believe that the physical environment of the SON with security cameras, locked classrooms and labs, an alarmed building and a visible security presence will address some of these concerns. Our skills lab contains many expensive training items and we are able to provide additional security for the storage of these items.

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.

In the Strategic Goals and Objectives for the college (2009-1012), goal six refers to the need to enhance student services to help them meet their goals. The ultimate goal of all nursing students is to successfully pass the NCLEX licensing exam at the completion of the nursing program. The NCLEX exam is a complex exam that is administered completely on computers. Helping students master the unique skills necessary to be successful with this method of testing requires lots of practice with computer testing. The current 45 computers to service 560 students in the nursing program are not sufficient for this purpose. The East campus is located 4.5 miles from the main campus. Although the MTEC building has three computer labs, for us to use their labs, we would need all three to meet the needed class size. Sending students to another campus for a two hour exam only to return for class here is not feasible. This project would allow us to move the laptops from room to room within the building and allow us to better service all sections. One section could be in the computer lab and the other could be in the classroom with the mobile carts. This would help us meet the initiative to "develop campus spaces to facilitate student learning". (p. 12)

If your proposal is Non-Instructional (Library Services, Learning Lab, Counseling, Placement Services), please skip this section and complete the information in the Non-Instructional section.

Instructional Proposals

Complete this section if this is an Instructional Proposal, directly impacting student teaching and learning.

Expected Outcomes *(Project Objectives)*	
What is your current teaching method? How will this project fit into your current plan?	Testing is generally done by pencil and paper via scantron sheets. Faculty must run these sheets through the Scantron machine for results. Students must wait for faculty to post the results on UCompass. All of this takes valuable instructor time that could be used for developing critical thinking projects to cover the course material. This project will allow us to give students immediate feedback on scores. We will be able to test multiple sections at the same time. This will address our current situation where students testing first are leaving the exam and then texting or calling students who test second with information about the exam. We will be able to randomize questions so test security will be less compromised.
How will this improve student learning? *(List specific goals.)*	*As a result of this project students will:* 1. Gain better mastery of the skill necessary for computer testing. 2. Decrease student anxiety with computer testing. 3. Increase the graduate pass rate on the NCLEX exam.

State how the project addresses the Seven Principles of Good Practice in Undergraduate Education. *(Address only the relevant criteria.)*	
Supports student-faculty contact	
Supports cooperation among students	
Supports active learning	In computer testing, students generally are not allowed to go back to a previous question once an answer is submitted. This strategy requires them to actively read the question and use critical thinking in making their "best guess". These are critical skills for the NCLEX exam which bases the next question on the answer of the previous question.
Supports prompt feedback	Computer testing gives students immediate feedback when the material is still fresh in their mind and they are still interested in the outcome. Students do not have to wait hours/days to get the scantron scoring.

Supports time on task	Having the additional computer access within our building will allow faulty to complete the exam and then move right on to didactic content. Having to re-arrange class topics to meet the availability of the testing room is disruptive to the learning environment. Having students travel to another testing site involves significant loss of time for driving, parking etc.
Supports high expectations	Having students who are familiar with the methodology of computer testing should help decrease their anxiety on the NCLEX exam and facilitate the improvement in pass rates.
Supports diverse talents and ways of learning	

SIGNATURES:

		Katherine A Howe 9/4/12			5 Sept 2012
**Project Director	Date	*Associate Dean/Department Head	Date	**Vice President	Date
T. Adl 9/5/12			9/5/2012		
**Director of Building & Grounds	Date	*Director of Data & Voice	Date		

* For notification purposes only
* * For project feasibility

NO INFRASTRUCTURE CHANGES NEEDED

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 *(Project Objectives)*	
What will this project accomplish that you can't accomplish now?	
How does the project enrich or support the learning, teaching, or communication technology needs of students? *(List specific examples.)*	*As a result of this project, service to students will be improved through:*

SIGNATURES:

		Katherine A Howe 9/4/12			
**Project Director	Date	*Associate Dean/Department Head	Date	*Vice President	Date
**Director of Building & Grounds	Date	**Director of Data & Voice	Date		

* 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	☐ New [X] Upgrade/Expansion
NAME OF PROJECT DIRECTOR OR PRESENTER	**DEPARTMENT/DIVISION**
Katherine A. Howe	Nursing
COST OF PROPOSED PROJECT	**NUMBER OF STUDENTS SERVED ANNUALLY**
$33,300	560+

SUMMARY

This project will allow us to provide additional computer testing capability. It will help students master the skills necessary to be successful on their NCLEX licensing exam. It will decrease their anxiety about computer testing. The mobility of the laptop carts will allow multiple sections to be tested at the same time to decrease the cheating that is occurring with back to back testing is done in only one classroom. It will be less disruptive to the sequence of course didactic content by allowing testing to be done first. It will facilitate computer testing access for all courses in the nursing program.

(Attach additional sheets if needed.)

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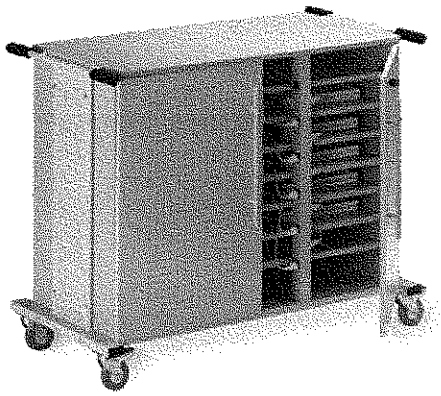

Features include:

- Laptop cart stores and charges up to 24 laptops at one time.
- Scratch resistant, laminate tops provide a useful work surface.
- Lockable cart provides secure storage.
- Perforated steel doors and back panel ensure proper ventilation.
- Heavy-duty casters (two locking)
- Two UL-listed multi-socket power strips
- Dimensions: 50 1/2"W x 26 1/2"D x 40"T
- 7 each: 43"W x 16"D adjustable shelves

Get the convenience of a mobile computer classroom or use for secure storage and recharging when computers are not in use. Let our product specialists help you choose the best cart for your needs. You need it. We know it.

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$ 895/Cart
Free Shipping

Price Consultant = Jeff

Pricing
45 Laptops @ $700 = $31,500
2 Storage carts @ $900 = $1,800
$33,300

Katherine Howe - Re: Costs

From: Sandro Silvestri
To: Katherine Howe
Date: 8/30/2012 1:27 PM
Subject: Re: Costs

Use $700 as a budget estimate. If the request is approved, we will then draw up specs and get the units bid out.

ss

>>> Katherine Howe 8/30/12 12:12 PM >>>
Sandro,

I need a price quote for simple laptops that will allow access to the college network. (I do not need alot of memory, etc.) I am preparing a TIFF request.

Thanks

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