Henry Ford College
Application for Funding through the Technology Investment Fund

Project Director: **Adam L. Cloutier**   **Date: 09/23/16**

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?

       Upgrade computers used for classes and those used by students in the Eshleman Library:

       - *G-337: Health Sciences HCS-131 classroom – 25 computers*
       - *Library Reference – 21 computers*
       - *Library Media Center, back of lab – 35 computers*
       - *K-125: English classroom - 26 computers*
       - *G-125: Health Sciences classroom – 31 computers*

    b. Why do you propose to do this?

       These computers are amongst the oldest on campus and are in need of an upgrade to improve teaching and learning. Purchasing new computers will ensure the latest operating systems and improve the processing speed.

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).

   Thousands each semester:

   - *G-337: is a computer lab on campus used by HCS-131 students. It is open 8 am – 9 pm, Monday – Thursday. We run approximately 5 sections each day in this room, and approximately 10 each semester.*
   - *Library Reference: Used by hundreds of students each day.*
   - *Library Media Center: Used by thousands of students each week.*
   - *K-125: Computer lab used for English classes, generally ENG-135. Room is generally booked every day, every hour. This semester, there are 15 sections in this room (370 students).*
   - *G-125: is a computer lab on campus used by HCS-131 students, EMS students, and coding. Enrollment varies, but there is 1 coding section, 1 EMS section, and 3 HCS-131 sections.*

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.

- *Standard Spec computer with monitor is approximately $1,100 per computer.*
- *Each location will need a lockdown adjustment, which is approximately $35 per computer.*
- *Computers: 138, cost approximately $151,800*
- *Lockdown adjustments: $35, cost approximately $4,830.*
- *Total approximate cost: $156,630.00*

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

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 $1,000 and $1,100 per computer.

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

1) *G-337: Health Sciences HCS-131 classroom – 25 computers*
2) *Library Reference – 21 computers*
3) *Library Media Center, back of lab – 35 computers*
4) *K-125: English classroom - 26 computers*
5) *G-125: Health Sciences*

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.

- *See above*

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

NA

c. Who, specifically, will do the installation?

Computers: lowest bidder

Security: BMS

d. How will equipment purchases be secured?

Locked down with a computer lockdown unit. Monitor with a security cable.

5. How, specifically, will you determine the success or shortcomings of your project?

- *Successfully installed.*
- *Reduced student and faculty complaints*

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.