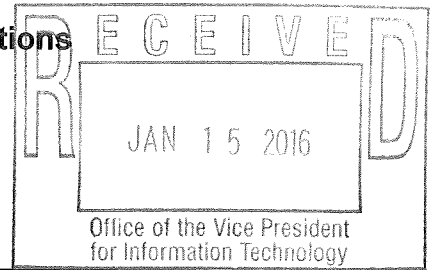


NDSU Technology Action Plan Request

#1604

I. Action Plan Introduction and Authorizations



NDSU ORGANIZATION OR UNIT Health, Nutrition, and Exercise Sciences			
TITLE OF PROJECT Human Performance Lab Technology			
Project Duration (3 years maximum)	From: 1/16	To: 8/16	
Type of Project (Check one)	New <input checked="" type="checkbox"/>	Previously Submitted <input type="checkbox"/>	Renewal <input type="checkbox"/>
Total Technology Fee Request \$9,317.50			
Project Director (Must be NDSU faculty or staff) Donna Terbizan	Campus Address: BBFH 1 Phone: 231-7792 Fax: 231-8872 E-mail: D.Terbizan@ndsu.edu		
Name (Type or Print)	Signature	Date	
Project Director Donna Terbizan		1/14/16	
Unit Head Yeong Rhee		1/14/16	
IT Division Consultant Melissa Stotz	Signature 	Date 1/15/16	

Executive Summary (maximum of 175 words)

The goals of this project are to:

1. Enhance faculty instruction capabilities in the Human Performance Laboratory
2. Mount the projection system from the ceiling to open up space in the room for use
3. Have a better projector for video use in classes
4. Improve the speaker system available
5. Provide students with 21st century technology skills that contribute to learning.

This space was an old dance studio that was transformed into a laboratory/classroom/research space for faculty and students in the exercise science and athletic training programs. One class from the physical education program is also taught in this space. The current equipment needed for classroom presentations by both faculty and students presently restricts being able to use this space. By enhancing the capabilities and updating the equipment, it will make presentations easier for both faculty and students as well as improving the visual and sound capabilities.

We will only accept for consideration Technology Action Plan Request forms which are fully completed and signed according to the guidelines listed in the Instructions, pages 1 and 2.

Technology Action Plan Request forms will be opened and reviewed after the submission deadline.

NDSU Technology Action Plan Request

II. Project Overview

1. How does this project meet student needs?

This project will:

1. Improve presentation capabilities of faculty teaching in the classroom through better technological capabilities
2. Update equipment to state of the art equipment
3. Allow students to work with updated technology equipment for their presentations
4. Improve the use of videos as needed for the classes taught in this room

2. What audience does this project directly serve? What audience is indirectly served? How many students are affected?

The project directly serves

1. 120 undergraduate exercise science students in various classes throughout the year
2. 60 undergraduate physical education students
3. 70 graduate students in exercise science and athletic training
4. 15 faculty in the associated programs

This project indirectly serves other faculty and students within the Health, Nutrition, and Exercise Science department as space is needed for instruction.

The total number of students affected by this project is estimated to be 400-500 depending on the students registered for classes throughout the year.

3. For projects that target a subset of NDSU's students, please describe the possibility for broader application in the future.

As this is a research laboratory as well as an instructional laboratory, other departments with needs to use the equipment may be interested in developing research collaborations in the future.

4. Describe both the immediate and long term impact of this project.

Immediate impact:

1. Faculty will use improved technologies to enhance instruction
2. Students will have direct access to improved technology capabilities

Long term impact:

1. Exercise science student accreditation will be enhanced through improved technology capabilities
2. Faculty will be encouraged to integrate additional technologies to improve instruction
3. Graduate students will be exposed to enhanced technologies to aid in improving instructional roles in higher education

5. Who will pay for ongoing expenses following the technology fee funded portion of this project (e.g., who will replace hardware or software after it has reached its end of life)?

HNES department will fund maintenance and equipment replacement as needed.

6. Describe how this project will follow NDSU's best practices in information technology. (Please make sure the NDSU IT Division staff you consulted signs in Part I of this form.)

ITS staff was consulted in the preparation of this project for suggestions for equipment and needs. HNES will sign a service agreement for the installation of the technology and equipment.

7. What service on campus is most similar to the one proposed here? How does this project differ?

The technology requested is similar to general purpose classrooms supported by ITS. This project differs as it is for a specific room that is a shared educational/research classroom used primarily by exercise science and athletic training students. It also serves both undergraduate as well as graduate education program in the HNES department.

NDSU Technology Action Plan Request

III. Project Description (5 pages maximum)

Include information on the background of this project: how did it come to fruition?

1. Project description

A. Project background

This project will basically bring this classroom/research facility in line with updated technology to improve the capabilities of both students and faculty who use the facility. This room at one time was an old dance studio that has been adapted to serve as a human performance laboratory and classroom. The primary groups using the facility are exercise science undergraduate and graduate students. It is also the laboratory that is used for research by faculty in the exercise science and athletic training groups. Adapting the technology will allow better use of the facility for classes by improving the projection system and video and audio capabilities. It will also improve research capabilities by providing extra space on the floor.

B. Technology need

At the present time the technology used is a projection cart bought from ITS when it was offered. The current projector is aging and does not project videos viewed in a very clear fashion. The computer on the system is aging and will need replacing in the future. The sound system attached is not as clear as other systems could be. While Microsoft 365 is uploaded on the computer, when updates are needed that will need to be done.

Items requested:

Projector mounted in ceiling

Speakers for video viewing

Connections to faculty laptops as needed

Internet connections as needed

C. Project remedying need

Basically this project updates the present equipment and allows the projection system to connect to individual faculty university laptops that are up to date with the current technology. It also allows for improved instructional technology capabilities through the use of these faculty laptops.

D. Outcome once the need is addressed

This project will allow for improved technological presentation capabilities for both faculty and students using the classroom. It will also allow for better use of the facility for research by providing space on the floor taken up by the present projection system.

E. Number of students benefiting

This project will provide service to technology applications to the exercise science and athletic training faculty who teach the following courses:

HNES 210, 365, 367, 368, 374, 465, 466, 472, 473, 476, 713, 760, 761, and others as needed.

This will provide improved technological capabilities to a minimum of 400-500 students per year, allowing not only better instruction but also better student presentation capabilities.

2. Addressing the need

This equipment and update to the projection capabilities in this classroom will allow for better presentation abilities by the faculty and students using the facility. It allows us to use updated technology and improve our abilities to present state of the art information to the students. It also allows the students to use updated technology for their classroom presentations.

NDSU Technology Action Plan Request

IV. Milestones

List the date for each project milestone. These milestones should represent the *significant* accomplishments that will be associated with the action plan. For each milestone, please indicate its expected outcome and the means for assessing that outcome. (The table may be extended as needed.)

	<u>Date</u>	<u>Milestone</u>	<u>Expected Outcomes</u>	<u>Means of Assessment</u>
1.	6/15/16	Equipment ordered and received	Equipment received	Inventory checklist
2.	8/1/16	Equipment installed	Equipment installed	Testing of equipment
3.	8/15/16	Use of equipment for Fall 2016 classes	Better projection capabilities	Faculty assessment of capabilities
4.				
5.				

NDSU Technology Action Plan Request

V. Supporting Documentation

NDSU Technology Fee Action Plan Request

VI. Budget

(double-click on the form to begin entering data)

1.	NDSU ORGANIZATION OR UNIT Health, Nutrition, and Exercise Sciences
2.	PROJECT DIRECTOR(S) (Must be NDSU faculty or staff) Donna Terbizan

3. SALARIES AND WAGES			
Personnel description	Number employed	Number of months	Funds Requested
A. Staff	0		
B. Graduate students	0		
C. Undergraduate students	0		
4. TOTAL SALARIES AND WAGES			\$0.00
5. FRINGE BENEFITS			
6. TOTAL SALARY, WAGES AND BENEFITS			\$0.00

7. EQUIPMENT				
Computer				1,100.00
Epson - Brightlight 1985WU				1,600.00
Peerless - PRGS-UNV				110.00
Projector Ceoling plate				100.00
Chief - 12' pipe				45.00
Creston - DM-TX-201-C				0.00
Creston - DM-TX-401-C				1,250.00
Creston - DM-RMC-200-C				1,200.00
Creston - SAROS_SR6T				300.00
Creston - TPSC--4SMD				1,125.00
Creston - PWE-4803RU				62.50
Facilities				500.00
NEO				500.00
AV Installation				1,425.00
8.				\$9,317.50

9. MATERIALS AND SUPPLIES			
A.			
B.			
C.			
D.			
E.			
10. TOTAL MATERIALS AND SUPPLIES			\$0.00

11.	TOTAL TECHNOLOGY FEE REQUEST	\$9,317.50
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12.	MATCH (Describe in Match Section)	\$1,000.00
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13.	TOTAL PROJECT EXPENDITURE	\$10,317.50
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NDSU Technology Action Plan Request

VII. Budget Justification

The equipment requested will allow us to mount our projector from the ceiling, making this instructional space similar to other general purpose classrooms on campus. It will also improve the technology capabilities in this space. An upgraded projector will allow clearer projection on the screen for students to see. It will also improve the ability to project videos necessary for certain classes. The addition of a better speaker system than present will also allow for improved presentations by faculty and students.

NDSU Technology Action Plan Request

VIII. Budget Match

6. Attempted Budget Matches:

None

7. Actual Budget Matches:

HNES will fund maintenance and equipment replacement.

8. Additional Budget Match information:

\$1000 from Learning Spaces Executive Committee and Provost to upgrade teaching equipment. This was to mount the projector in the laboratory.

NDSU Technology Action Plan Request

Instructions

A Technology Fee Action Plan Request must consist of the following sections in the order given. Each page should be numbered sequentially.

- **We will only accept for consideration Technology Action Plan Request forms which are fully completed and signed according to the guidelines listed below.**
- **Request forms will be opened and reviewed after the submission deadline.**

I. Action Plan Introduction and Authorizations

Please use the following guidelines when completing this form:

1. NDSU Organization or Unit: Enter the name of the official NDSU organization submitting the project request.
2. Title of Project: Give a one-line title of the proposed project.
3. Project Duration: List the month and year on which the project will begin and end. The maximum length of a project is three years.
4. Total Technology Fee Request: List the total amount being requested from the Technology Fee; use line K from the Budget form.
5. Project Director(s): Include name, campus address, phone #, fax #, and e-mail address of the individual who will direct this project. Project directors must be NDSU faculty or staff.
6. Signatures:
 - a. Type or print the names of the project director and unit head, and have those individuals sign and date the form.
 - b. Type or print the name of the NDSU IT Division consultant who has reviewed your Action Plan and has determined that it can be supported, and have him/her sign and date the form. If you are not sure how to arrange for this consultation, please contact the Office of the Vice President for IT at 231-5646 or cece.rohwedder@ndsu.edu before submitting your Action Plan.
7. Executive Summary: Describe in 175 words or less the technology need that is being addressed, how it will be addressed, and the expected outcome.

II. Project Overview

The project overview section contains questions routinely asked by TFAC members during the review process. If any sections do not pertain to this proposal, please explain why.

III. Project Description

The Project Description should be no more than five pages in length and should include the following information:

1. A full, clear description of project. This description should address
 - a. the project background –how it came to fruition,
 - b. the technology need the project will address,
 - c. how this project will remedy that need,
 - d. the outcome once the need is addressed, and
 - e. the number of students that will benefit.
2. A clear description of how the expertise, equipment, and resources available to the project team, along with the funds requested, will address this need.

IV. Milestones

List the milestones for the project and the expected date each milestone will be completed. For each milestone, briefly describe the expected outcome and means of assessing a successful outcome.

V. Supporting documentation

Supporting documentation, such as outside reviewer's comments and department or administrative endorsement, may be appended to the Project Description.

VI. Budget

1. NDSU Organization or Unit: Enter the name of the official NDSU organization submitting the project.
2. Project Director(s): Include name(s) of the individual(s) who will direct this project.
3. Salaries and Wages: By category, include number of personnel employed, months employed and the funds requested.
4. Total Salaries and Wages: This is a formula field and will automatically calculate.
5. Fringe Benefits: Use the following rates: Staff = 30%; Graduate and Undergraduate Students enrolled in classes during the work period = 1-2%; Graduate and Undergraduate Students not enrolled in classes during the work period (for example students working but not taking classes during the summer) = 10%.
6. Total Salary, Wages and Benefits: This is a formula field and will automatically calculate.
7. Equipment: List item name, cost and quantity of each item; include every such item in the Budget Justification section and explain why it is important to the project. Include installation and maintenance costs in your estimates (Note: You will be expected to follow the state-approved purchasing guidelines when purchasing equipment.)
8. Total Equipment: This is a formula field and will automatically calculate.
9. Materials and Supplies: List name, cost and quantity for non-equipment items; include every such item in the Budget Justification section and explain why it is important to the project. (Note: You will be expected to follow the state-approved purchasing guidelines when purchasing materials and supplies.)
10. Total Materials and Supplies: This is a formula field and will automatically calculate.
11. Total Technology Fee Request: This is a formula field and will automatically calculate.
12. Match: State the amount of match your organization/unit will provide; describe this match in the Match section.
13. Total Project Expenditure: This is a formula field and will automatically calculate.

VII. Budget Justification

The Budget Justification should include a description of each item listed on the budget page and a justification for the need of that expense to the project.

VIII. Budget Match

The Budget Match should include an itemized description of the budget match your organization/unit will provide and information on all attempted and actual matches.

Project Directors will receive an email indicating whether the Technology Action Plan Request they submitted was approved or not. The approval narrative will include information on how funds will be disbursed, whether additional information is needed prior to disbursement, and the reporting requirements.