
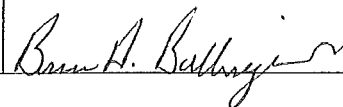


NDSU Technology Action Plan

Request for Scope Change

TITLE OF PROJECT Microsoft Office Specialist Certification Course for Students		
Project TFAC Number: 1606		
Project Fund Number: 19233		
Total Technology Fee Award: \$3500		
Remaining Balance in Award Fund: \$3500		
Project Director Matthew Chaussee	Campus Address: Old Main 9 Phone: 701-231-9764 E-mail: matthew.chaussee@ndsu.edu	
Name (Type or Print)	Signature	Date
Project Director Matthew Chaussee		3/22/2016
Unit Head Bruce Bollinger		3/23/2016

Description of Requested Scope Change:

See attached letter.

Approved Denied

Date 3/23/2016

By  VP for IT
Name & title


Signature

Office of the Vice President for Finance and Administration
NDSU Dept. 3000
P.O. Box 6050
Fargo, ND 58108-6050

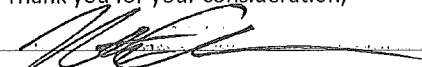
To: Technology Fee Advisory Committee
From: Matthew Chaussee, MBA, Technical Services Manager
Date: March 22, 2016
RE: Revisions to Technology Fee Action Plan Request #1606

The initial scope of this project was to use technology fee funds to cover the cost of a campus-wide practice exam software license for students as part of an initiative to create a credit-bearing MOS Certification course through the College of Business. A number of factors have made it prohibitive to establish an academic course for the Fall 2016 semester. However, there is another option for offering MOS Certification exams to students in the coming year. We are submitting the following changes to the TFAC Committee for consideration of revised use of the \$3500 awarded for this project.

- 1) Since a credit-bearing course is not possible to have in place by the Fall term, we are proposing a workshop based approach that would be offered to students through the Technology Learning and Media Center (TLMC).
- 2) There are additional costs associated with purchasing official certification exams that would have been covered by course tuition and/or fees in the original proposal. In order to be able to offer certification exams as part of this initiative, we are proposing scaling back the practice exam license from the campus-wide unrestricted license to a less expensive 30 seat site license. We can still have many users, but only 30 people can be logged in at one time. Students would retain the ability to install the practice software onto their own machine to work independently.
- 3) The total cost of the 30 seat practice exam license (\$2030) and a 500 exam voucher package (\$3785, the smallest available) is \$5805. We understand this exceeds the \$3500 initially requested but are not asking for any additional technology fee funding. There has been continued interest from staff members in this program as a carry-over from last year's success. We have been able to secure a funding commitment from NDSU Staff Senate for the remaining \$2315.
- 4) Seat licenses and exam vouchers would be pro-rated based on total contributions from each group toward this initiative. The tech fee amount of \$3500 constitutes 60% of the total cost, so a corresponding proportion of practice exam seat licenses and official exam vouchers would be reserved for student use (we are proposing 20 practice seat licenses and 300 exam vouchers for student use). Staff Senate would be funding the remaining 40%, so a corresponding 10 practice seat licenses and 200 exam vouchers would be available for staff.
- 5) The TLMC, Instructional Services, and Division of Finance and Administration would work jointly on establishing workshop content, training registration and exam scheduling.
- 6) To ensure student participation, we intend to notify and/or work directly with the following:
 - a. Student Government
 - b. Career Center
 - c. College of Business
 - d. Social Media / Word of mouth from students who have already indicated an interest
- 7) When we reach the midpoint of this program, if student demand is met and we forecast a significant amount of excess exam inventory by the end of the 1 year contract, we would like to consider selling some of the unused exam inventory to the general public. The express purpose of any revenue received would be to offset costs of MOS certification the following year. Should this opportunity arise, we view it as potential for this program to become a self-funded initiative in years to come.

We feel that these changes are still in line with the original intent of the proposal and will significantly benefit the student population. With 300 exams available to students, we believe we may be able to issue even more certifications than if a for-credit offering had been established. We are excited to be able to offer this program as a cost effective way for students to earn a professional credential. Please let me know if the above changes are acceptable or if you have any questions.

Thank you for your consideration,



Matthew Chaussee