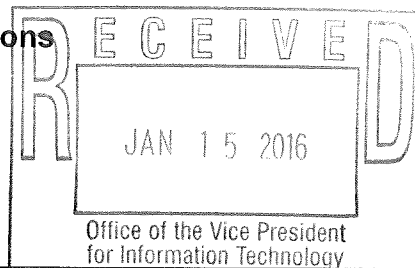


# NDSU Technology Action Plan Request #1608

## I. Action Plan Introduction and Authorizations



<b>NDSU ORGANIZATION OR UNIT</b> NDSU Libraries			
<b>TITLE OF PROJECT</b> Computers and DVD Drives for Main Library Group Study Rooms			
<b>Project Duration (3 years maximum)</b>	<b>From: Spring 2016</b>	<b>To: Fall 2016</b>	
<b>Type of Project (Check one)</b>	New <input checked="" type="checkbox"/>	Previously Submitted <input type="checkbox"/>	Renewal <input type="checkbox"/>
<b>Total Technology Fee Request</b> \$5,339.00			
<b>Project Director</b> (Must be NDSU faculty or staff) Alicia Kubas	<b>Campus Address: Department 2080</b>  Phone: 701-231-8863 Fax: 701-231-6128 E-mail: alicia.kubas@ndsu.edu		
<b>Name (Type or Print)</b>	<b>Signature</b>	<b>Date</b>	
Project Director Alicia Kubas		1/14/16	
Unit Head Bridget Burke		1/14/16	
IT Division Consultant Melissa Stotz	<b>Signature</b> 	<b>Date</b> 1/15/16	

**Executive Summary (maximum of 175 words)**

Students using the Main Library have been asking for study rooms with computers. Some students do not have laptops (or are not carrying their laptops with them), while others simply seek a quieter collaborative space in which to use a computer. The Main Library also has media items on course reserve that cannot leave the building. As a result, students often wish to view these materials as a group, but lack the means to do so. The Main Library already has study rooms that are equipped with wireless screen-sharing technology, so installing computers with DVD/Blu-ray drives in a few of them will directly meet the needs of students.

This proposal is for four sets of equipment—each consisting of a computer, monitor, and DVD/Blu-ray drive—to be installed in four study rooms of the Main Library. Our expected outcome for this grant is that students will have access to technology they need to be successful at NDSU, with the benefit of the Main Library also seeing an increase in the use of group study spaces.

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

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### 1. How does this project meet student needs?

NDSU currently lacks study room spaces with adequate technology that can help students both create and consume information in a variety of mediums. This project directly addresses that technology gap through the installation of computers (with DVD/Blu-ray drives) in a select group of the Main Library's group study rooms.

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

This project will directly serve all NDSU students, as well as faculty. In terms of how it will affect students, we had nearly 6,000 group study room reservations during fiscal year 2015. Given the high volume of usage for the study rooms, this project will provide an immediate and broad impact.

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

Our group study rooms are available to all NDSU students, as well as faculty.

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

As soon as the computers are installed in the group study rooms, students will immediately benefit from them. Over time, we will evaluate usage of the computers to determine the need for additional study rooms and/or study room technology.

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### 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)?

NDSU ITS has agreed to take on the refresh and support of the computers.

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### 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.)

NDSU ITS staff (including our consultant for this project) will be ordering the computer equipment on our behalf. The equipment will meet current standards for ITS cluster computers on campus, and will contain the same software packages.

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

To our knowledge, there is no other current service that is comparable to what we are proposing.

# 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?**

Over the past several months, our reference and subject librarians at the Main Library have received several inquiries from students about the availability of computers in our group study rooms. As noted in the Executive Summary, almost all of the rooms now have wireless screen-sharing technology, giving students the opportunity to collaborate while using their own laptops. Nevertheless, many students either do not have their own laptops or do not regularly carry their laptops around campus. Additionally, the Libraries do not have laptops available for students to check out.

As a result of this technology gap, students often lose the potential to maximize collaborative and learning opportunities while using our group study rooms. Moreover, because the Main Library owns and administers CDs and DVDs that are often required for courses, students without laptops lose the opportunity to watch or listen to the materials within the building. This is especially true when professors place DVDs on course reserves with a two-hour checkout period. These materials cannot leave the building, and without a laptop, students do not have an easily convenient area to view the DVDs.

Accordingly, we think that the addition of computers (with monitors and DVD/Blu-ray drives) to our group study rooms will provide an immediate and tangible benefit to students. Adding this technology will also align us with the libraries at our peer institutions, as several of them already have computer and media player installations in their group study spaces.

# 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.	Spring 2016	Order equipment through NDSU ITS	Receive equipment	Completed purchase
2.	Summer 2016	NDSU ITS install equipment	Functioning computers and hardware	Study rooms with this equipment will be available to students and faculty for use
3.	Fall 2016	Students and faculty will be able to reserve these study rooms for use of equipment.	Study rooms will continue to see high checkout rates due to this added equipment.	Libraries will track circulation statistics for these study rooms.
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)

<b>1.</b>	<b>NDSU ORGANIZATION OR UNIT</b>	
	NDSU Libraries	
<b>2.</b>	<b>PROJECT DIRECTOR(S)</b>	
	(Must be NDSU faculty or staff)	
	Alicia Kubas	

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

<b>7.</b>	<b>EQUIPMENT</b>		
	3 HP desktop computers w without monitors (\$1045 each)		3,135.00
	1 HP desktop computer w ith monitor		1,200.00
	Data jack installation in 3 rooms (\$300 each)		900.00
	Computer management softw are for 4 computers (\$21 each)		84.00
	4 CPU mounts (\$5 each)		20.00
<b>8.</b>	<b>TOTAL EQUIPMENT</b>		<b>\$5,339.00</b>

<b>9.</b>	<b>MATERIALS AND SUPPLIES</b>		
	A.		
	B.		
	C.		
	D.		
	E.		
	F.		
	G.		
	H.		
<b>10.</b>	<b>TOTAL MATERIALS AND SUPPLIES</b>		<b>\$0.00</b>

<b>11.</b>	<b>TOTAL TECHNOLOGY FEE REQUEST</b>	<b>\$5,339.00</b>
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<b>12.</b>	<b>MATCH (Describe in Match Section)</b>	<b>\$0.00</b>
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<b>13.</b>	<b>TOTAL PROJECT EXPENDITURE</b>	<b>\$5,339.00</b>
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# NDSU Technology Action Plan Request

## VII. Budget Justification

### HP Desktop Computers (with DVD/Blu-Ray drives)

- These four study rooms do not currently have computers in them to allow students to view media in a group or a quiet place to do work on a computer.

### Computer Monitor

- One study room is not set up with wireless screen-sharing technology and thus needs a monitor.

### Data Jack Installation

- Three study rooms (18G, 18H, 214B) need data jacks installed by Network Engineering and Operations for the computers.

### Computer Management Software

- All four computers require computer management software for ITS to support them.

### CPU Mounts

- All four computers need the CPU structurally supported.

# NDSU Technology Action Plan Request

## VIII. Budget Match

1. Attempted Budget Matches:  
N/A

2. Actual Budget Matches:  
N/A

3. Additional Budget Match information:  
N/A