University Libraries
Technology Fee - Systemic Project Proposal
FY 2012/2013

1. Description of initiative/investment to enhance instructional technology

This is a proposal to increase computer density, improve instructional technology, and replace the furnishings in the John C. Pace Library instruction classroom to accommodate larger classes; increase the number of students receiving interactive instruction; and improve in-room visibility of instructional presentations. This proposed project is designed to meet standards and guidelines outlined by ITS[1].

This proposal calls for the installation of thirty Dell 23"-screen all-in-one computers for students. A new instructor podium will integrate the room's technology, including a 94" SMART Board as the main presentation device, two 55" wall-mounted LCD panel screens, and improved audio capability. Increased data and electrical capacity along with furniture to accommodate the new equipment is also being requested. Details concerning project design decisions are attached as Appendix A. The project has a one-time cost of $125,000.

2. Description of how initiative has a college/unit-wide or university–wide scope

The library classroom is a multi-purpose room that meets a variety of needs. Over the years, we have revised our policy to extend its access as fairly and broadly as possible. UWF students may reserve the room for presentation practice and group study, and UWF faculty may reserve it for individual class or tutoring sessions that require computer access. In addition, the classroom now remains open when not otherwise reserved, allowing students to use the room as an open computer lab.

Between August 2011 and November 2012, librarians conducted 218 bibliographic instruction sessions in the library classroom, reaching a total of 4,352 UWF students (2,695 students in lower division courses, 1,490 in upper division courses, and 167 in graduate courses). Librarians taught 88 additional sessions in other classrooms located throughout campus, often because of larger class sizes than could be accommodated in the library classroom or classroom scheduling conflicts. During this same period, non-library UWF faculty used the library classroom 101 times for one-time instruction, and university personnel and student groups reserved the room 81 times for technology training sessions, meetings, and presentations. Between these scheduled classes and the open lab use by students, we recorded 15,801 individual computer logons. These statistics clearly demonstrate the use and value of this classroom to the university.

The upgraded hardware and new classroom layout will meet the demands placed on this room by keeping its technology current and accommodating larger classes. It will also facilitate an increase in the frequency of recording library instruction sessions via Elluminate or Scopia.

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[1] This includes but is not limited to, UWF Information Technology Services, "The University of West Florida eClassroom Standards and Guidelines." http://uwf.edu/mwhite/acuta/eclassroom_standard.pdf (accessed November 19, 2012).

Recorded sessions will be made available from the library website and provided to instructors for posting in eLearning courses. In this way, the project will also reach distance learners and all students who need just-in-time research instruction.

3. Description of alignment with UWF Strategic Plan

UWF Priority 1.1. Foster student learning and development to include the knowledge, skills, and dispositions that optimize students' prospects for personal and professional success.

Supporting the UWF Priority to foster student learning and prepare students for personal and professional growth, the mission of the Library's Instruction & Information Literacy Program is to promote the exploration of knowledge and to graduate information literate students who are equipped for lifelong learning in the 21st Century.[2] Many of our student learning outcomes are taught and measured through face-to-face instruction sessions. We depend on pre- and post-test data obtained from exercises that reside on the Library Classroom PC desktops to improve our instruction techniques so that optimal student learning can take place.   We also conduct pre-and post-tests using "Clickers," of which we have 30. Having enough computers so that students can individually complete research tasks and not have to share allows us to collect quiz and exercise scores on individual students, which not only improves our teaching process and student learning but also allows us to send quiz scores to instructors who request them.

UWF Priority 4.1 Support and sustain the high-quality services and infrastructure needed to achieve identified UWF priorities.

Upgrading the library classroom will provide librarians, other university faculty, and students with the tools they need to effectively teach and learn. When the room is not otherwise reserved, students will have open access to the computers. We have learned that this availability is welcomed and appreciated by students each semester when other library PCs are in use.

4. Description of benefits provided

Our Instruction and Information Literacy program reaches the majority of UWF's lower division and general education students through English Composition, Basic Communication Skills, Academic Foundations, and other survey courses. As reported by Institutional Research and Effectiveness Support, the average undergraduate class size at UWF is 30.[3] The classroom is currently equipped with twenty computers, yet 63% of classes held in the room have more than twenty students. Furthermore, class sections in the English Composition program are presently capped at twenty-five. Our current classroom set-up of twenty PCs cannot accommodate either the average class size or the English composition classes. Students are therefore forced to either "double-up" on computers, leaving some without the hands-on learning experience, or to use

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[2] UWF Libraries, "Information Literacy." http://library.uwf.edu/services_for/facstaff/information_literacy.cfm (accessed November 26. 2012).

[3] UWF Institutional Research and Effectiveness Support, "Class Sections by Size (2010-2011)." http://upic.uwf.edu/OIR/Enrollment/main.cfm?CatID=3&TopicID=99 (accessed November 6, 2012).

other library PCs outside of the classroom, removing them from the proximity and assistance of the librarian or course instructor. Increasing computer density in this room will accommodate a greater number of both library instruction and other classes, affording more students the opportunity for hands-on research practice and an active learning experience. It also positions the library classroom to accommodate future enrollment growth, and provides additional student computing resources during non-class times.

The new room layout and LCD panel screens will enhance the visibility of presentations which was a problem for students before. By pushing the video presentation from the instructor screen to all desktops, as well as to the LCD panel screens placed on the side walls of the classroom, we will solve this problem. In addition, we will be able to provide in-time instruction on the LCD panel screens to reinforce the instruction's lessons while students are conducting individual research on the workstations. To view the proposed layout of the classroom and pictures of the furniture and PCs in the room, refer to Appendix B & C.

This upgrade will provide librarians, faculty, and students with a flexible, friendly teaching and learning environment necessary for today's classroom.[4]

5. Description of how success/impact will be measured

The library will continue to maintain statistics on use of the instruction room, including the number of classes taught by librarians, the number of students in those classes, and the number of uses by faculty and other UWF groups. We will also maintain statistics on the number of individual computer logons.

6. Detailed description of resources required including hardware and software requirements and personnel costs (faculty compensation is not an allowed cost)

Description	Sources of Estimates	Estimated Costs
Network and Electrical Infrastructure		
36 new network cables pulled for room devices (computers; instruction podium; wall screens)	A Advanced Superior Phone & Data / UWF ITS	$6,795.00
one new data switch to accommodate new network cable needs	Technology Integration Group, Inc. / UWF ITS	$4,200.00
35 CAT 6 Ethernet cables ($6.77 each; network wall jack to workstation, Smartboard or monitor)	CDW-G	$236.95
increase number of electrical jacks to meet room's needs (design and installation)	estimate from Facilities	$6,000.00
Subtotal		$17,231.95

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[4] Tom Warger and Gregory Dobbin, "Learning Environments: Where Space, Technology, and Culture Converge," Educause. http://net.educause.edu/ir/library/pdf/ELI3021.pdf (accessed November 26, 2012).

Room Instruction and Presentation Technologies		
Instructor Podium and equipment		
build and install instructor podium based upon ITS specifications (Marshall Furniture, Inc.)	Technical Innovations	$4,062.50
one Dell Optiplex 9010 computer workstation for instructor	Dell	$1,099.15
one 24" Smart Podium Interactive Display attached to instructor computer as its monitor	Audio Visual Innovations, Inc.	$2,699.25
SMART document camera	Technical Innovations	$818.75
VHS player	Technical Innovations	$106.25
Universal Blu-ray DVD/CD player	Technical Innovations	$774.99
Creston device-control touch panel with scalers for Smartboard and wall-mounted screens; audio converter and cables	Technical Innovations	$9,100.66
rackshelf and rail system for podium devices	Technical Innovations	$544.14
HDTV tuner/controller for the wall-mounted display monitors	Technical Innovations	$937.50
battery backup and voltage regulator	Technical Innovations	$555.00
Content Projection Equipment		
one 94" Smart Board with short-throw projector for main presentation screen	Technical Innovations	$4,393.75
two side wall-mounted 55" display monitors mirroring Smartboard display	Technical Innovations	$4,083.58
wireless microphone system, amplifier and audio converter	Technical Innovations	$1,397.50
six ceiling-mounted speakers throughout the room	Technical Innovations	$1,110.00
Integration Services		
system design, programming, installation, testing and training	Technical Innovations	$12,785.36
Subtotal		$44,468.38
Student Workstations		
30 Dell Optiplex 9010 all-in-one workstations for students ($1,145.30 each; instructor's PC can display to this unit)	Dell	$34,359.00
10 additional Faronics DeepFreeze licenses to cover the additional workstations (from current 20 to requested 30)	Modcomp Systems and Solutions	$276.00
Subtotal		$34,635.00
Room Furniture		
30 tables with wire management for students computers ($534.87 each plus delivery & installation; 30" wide x 24" deep)	Gulf Coast Office Products	$16,646.10
30 chairs for room users ($195.86 each plus delivery & installation; each with wheels)	Gulf Coast Office Products	$5,875.80
Subtotal		$22,521.90
Room Demolition / Minor Renovation		

remove whiteboards and chalkboards from walls; minor repair of walls	estimate from Facilities	$2,000.00
paint walls	estimate from Facilities	$1,000.00
install new carpet titles	estimate from Facilities	$3,000.00
Subtotal		$6,000.00
PROJECT TOTAL		**$124,857.23**

There are no personnel costs associated with the proposed project.

7. Proposed timeline

We will place orders for the equipment and furnishings once funds are made available and complete the project by June 30, 2013. To avoid disruption during active use throughout the semester, the Pace Library cannot begin physical renovation until May 6 following graduation.

Detailed Timeline:
Prior to Spring 2013 Graduation
-        finalize locations and installation methods (in-wall, wall molding or mixture of both methods) for new network jacks and possible new electrical power outlets
-        work with the media integrator to design the instructor podium according to ITS specifications and our needs, and move forward with off-site construction
-        order equipment and furnishings

May 6 through June 7
-        clear room of existing furnishings, computers, existing presentation equipment, carpeting
-        install new network cables from network closet
-        repair walls, paint, and install new carpet tiles
-        media integrator installs and integrates equipment
-        install tables, chairs, and workstations

June 10 through June 14
-        test installation and train instruction librarians

June 17 through June 21
-        write first draft of an instruction manual for "running" the room

8. Plan for sustainability beyond conclusion of funding from technology fee, if applicable

The UWF Libraries maintains a regular cycle of upgrading and refreshing computers.

9. Resource matching commitments from other organizations/sources (identify organization and amounts), if applicable

Not applicable

10. Individual responsible for reporting and accountability, along with contact information

Melissa Gonzalez	Britt McGowan	Frederic Barry
Head of Reference	Instruction Coordinator	Systems Server Administrator
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University of West Florida	University of West Florida	University of West Florida
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Appendix A – Details about Design Decisions

1. Instructor podium.
   The current podium does not meet ITS' e-classroom specifications and it cannot accommodate the devices planned for the podium -- a Smart podium interactive display attached to the instructor computer workstation to control the Smartboard from the podium, a touch panel to control devices, a document camera, and audio-visual playback equipment installed within the podium, along with necessary support equipment (e.g., tuners, amplifiers, converters, scalers, battery backup).

2. Media "integrator."
   The improvements in the room require that the equipment in the instructor podium be integrated with the presentation devices in the room: ceiling-mounted speakers, two wall-mounted display monitors, audio-visual playback equipment, and the Smartboard. While the Pace Library is fortunate to have staff with has excellent computer technology skills, we do not have the expertise to integrate the equipment at the podium with all of the devices in the room. The University has used a consultant to help integrate the technology in the new e-classrooms, and we seek the same technical assistance. The integrator will manage the presentation side of the project from design through installation to testing and staff training.

3. Network cables and data switch.
   The current network cables in the room are not up to ITS specifications and must be replaced. The new data switch is necessary to accommodate the additional network cables with the increase from 21 to 34 networked devices.

4. Smartboard over a regular projector and screen.
   The Smartboard, a technology already deployed in the Pace Library, has an integrated projector and a diagonal screen size of 94 inches, smaller than the screen we currently use. The Smartboard gives the instructor additional functions including content highlighting which is ideal for instructional emphasis. The image on the instructor's Smart touch panel (on the podium) is sent to the Smartboard, the two wall-mounted monitors, and to each of the 30 workstations to ensure a multiplicity of visual access points of the displayed content for the student.

   The Smartboard screen is smaller than the existing projection screen because we will be changing the students' viewing angle; currently they look to the left or right to see the screen; and, there is nothing in the middle of the room to obstruct viewing. To increase the number of workstations, we need to rearrange the room into rows of computers. If we reuse the current screen and projector, the students in the front rows will partially obstruct the screen (think of a movie theatre with all of the seats on the same horizontal plane). A smaller screen is therefore preferable with the new seating arrangement.

5. Wall-mounted display monitors.
    We will be sending the instructor screen content to the Smartboard as well as all of the 30 student workstations. We are proposing side wall-mounted display monitors to increase the number of student viewing options during presentations to reduce eye strain.

6. 30 all-in-one PCs.
    By deploying an all-in-one workstation (computer integrated into the monitor) rather than a traditional workstation, we can reduce the depth needed for each table to 24" deep, saving more than four feet of space from the front to the back of the room. This enables us to increase the number of workstations to 30 instead of 25. It also allows us to move from the 4:3 (square) standard to the current 16:9 (widescreen) standard. The benefit of this to students is more screen space to work with which makes it easier to run multiple applications on screen at the same time.

7. Smaller Tables (to accommodate 30 all-in-one PCs in the room) and chairs.
    The existing tables in the instruction room are 30" deep; 24" depth tables are needed in order to accommodate the 30 PCs in the room. The new chairs have no moving parts and should last years longer than a conventional task chair.
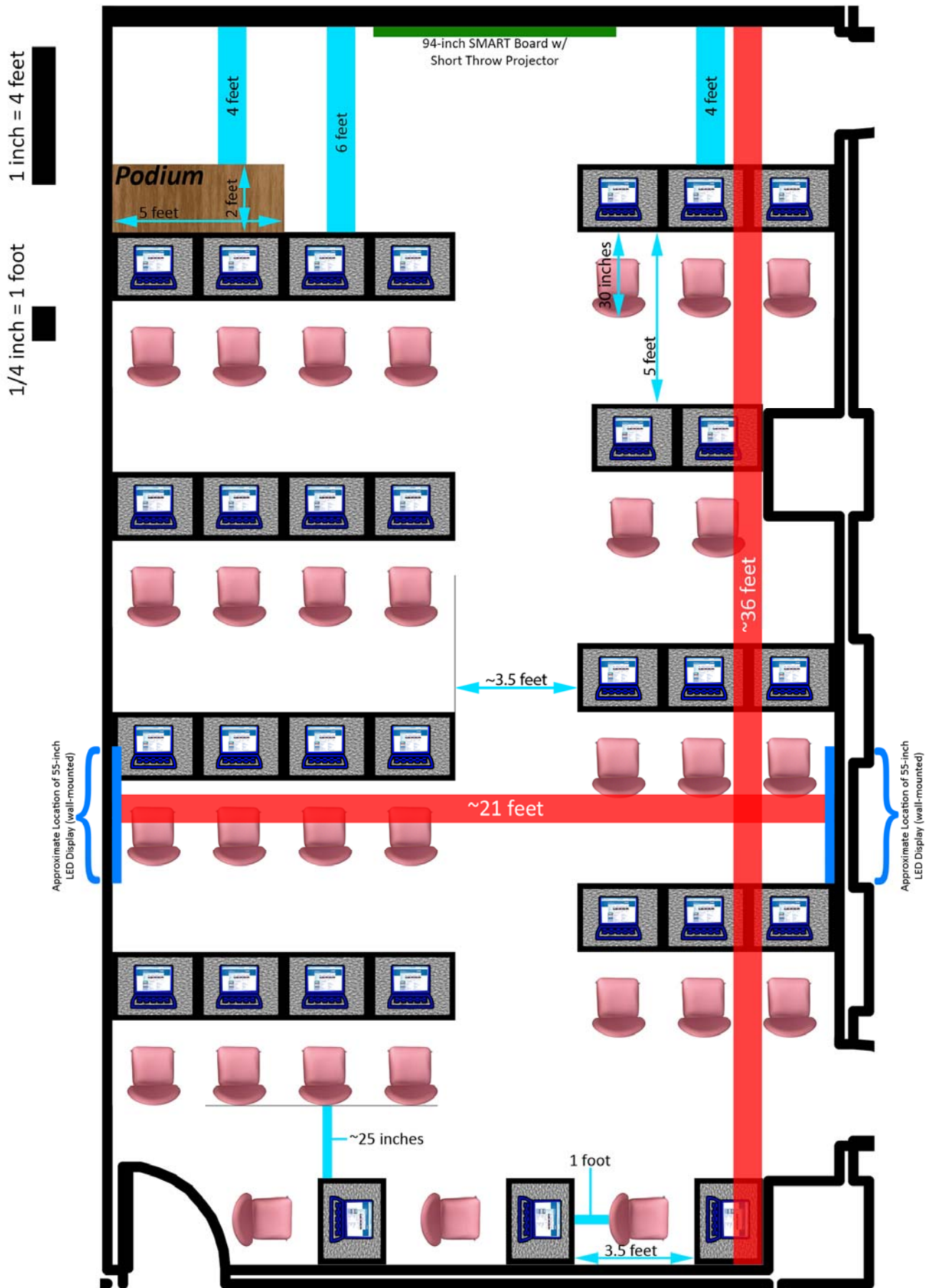
8. Improved audio.
    The room currently uses speakers at the front of the room attached to the instructor computer; therefore, the volume produced by the speakers lessens as the sounds travels to the back of the room. With the increase in the use of multimedia in instruction, we propose to mount speakers in the ceiling throughout the room to improve sound. Additionally, we propose adding a wireless microphone so that instructors can amplify their voices as necessary, carried through the ceiling speakers.

9. Minor renovation.
    The room currently has a wall-mounted chalkboard and whiteboard; the carpeting was installed in 1995. The wall-mounted chalkboard is never used, and the Smartboard will be installed in the wall space occupied by the whiteboard. Removing the existing boards will necessitate some wall repair. And, while the walls are bare, this would be an opportune time to paint them. We also propose replacing the worn carpet with carpet tiles.

Appendix B – Room Layout

1 inch = 4 feet

1/4 inch = 1 foot

94-inch SMART Board w/
Short Throw Projector

4 feet

6 feet

4 feet

Podium

5 feet

2 feet

30 inches

5 feet

~36 feet

~3.5 feet

Approximate Location of 55-inch
LED Display (wall-mounted)

~21 feet

Approximate Location of 55-inch
LED Display (wall-mounted)

~25 inches

1 foot

3.5 feet

Appendix C – Representative Furniture and Computer Images