

Division of Academic Affairs
Technology Fee – Systemic Project Proposal
2020

Project Proposal Type

Systemic Project

Projects proposed by operational units of the university (e.g., colleges, academic departments, Library, etc.) for instructional technology enhancements of unit-wide or university-wide scope.

All Systemic Project proposals must be acknowledged (signed) by the operational unit head (e.g. Dean, Chair, Director, etc.).

Project Title

Student Laptop Program – responding to Spring 2020 move to online-only courses

Total Amount of Funding Requested

\$65,237.60

Primary Project Coordinator

Fred Barry

Unit Head Acknowledgment

Unit Head Signature: *Stephanie O'Neil* Date: 17 March 2020

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Systemic proposals must provide the following information:

1. Description of initiative/investment to enhance instructional technology.

On March 11, 2020, the University of West Florida moved to online-only instruction in response to the COVID-19 pandemic. On March 14, 2020, the University announced it would be moving to remote business operations with only essential personnel reporting to campus for work. As part of that move, the Libraries were closed along with most other units on campus. However, students still need access to laptops that they usually access through the Libraries' Student Laptop Program.

Working with the Office of the Provost and Office of Institutional Communications, Fred Barry created a reservation form so students could reserve a laptop or iPad to be checked out until April 1. The form was available on March 15 and all available laptops were reserved by the morning of March 16. In an effort to support more students in need of a laptop in order to complete course work while classes are only available online, an additional 80 laptops and cases are needed.

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

The John C. Pace Library serves the entire university community, and the Student Laptop Program allows the library to provide a similar experience in terms of technology regardless of whether a student is using a library desktop workstation or has checked out one of our laptops to use in the classroom, at home, or in the field as part of a research project.

The laptops are loaded with the full Microsoft Office suite and a host of additional software, including Blender 3D Modeling, Inkscape Vector Graphics, SAS, and SPSS. Please see <https://secure.uwf.edu/library/about/technology/software-availability/> for a complete list of software available. This comprehensive base of software enables students from all disciplines to utilize the laptop program.

Expanding the program to support as many students as possible during these unusual circumstances will allow the laptop lending program to remain a vital and viable part of the technology ecosystem as students move into an online environment for the remainder of the semester.

3. Description of project alignment with the UWF Strategic Plan.

This Student Laptop Program is directly focused on increasing the availability of high-quality technology to our students who may not otherwise be able to afford access to it, and providing mobile technology that allows students to take full advantage of the opportunities for discovering knowledge through scholarship, research, and public service in a variety of venues. The program directly supports UWF's mission of

providing high-quality undergraduate and graduate education as well as the institutional values of caring and collaboration.

In addition, the UWF Libraries Laptop proposal is in direct alignment with several specific strategic directions included in the University of West Florida Strategic Plan (2017-2022):

- **UWF Strategic Direction 1.2**
The UWF Libraries Laptop proposal aligns resources to deliver exceptional support services and learning opportunities that will ensure students have access, continuity, and success while earning degrees
- **UWF Strategic Direction 3.4**
The UWF Libraries Laptop proposal contributes to optimizing internal and external support to promote teaching and learning activities, service, research, strategic innovation, and other scholarly works.
- **UWF Strategic Direction 5.2**
The UWF Libraries Laptop proposal is an investment in and steward of UWF's technical infrastructure.

4. Description of benefits provided.

The UWF Libraries Student Laptop Program began loaning in 2006 and has been much used by our students. A normal year has approximately 10,000 circulations, maximizing a small number of laptops (120) compared to number of students. In the current environment of students being encouraged to remain off campus and courses only being available online, we are not able to fully support the need since every laptop is being loaned for an extended period of time. This limits the number of students we are able to support to the actual number of laptops we have available. In this environment, it is necessary to increase the number of laptops, so we are able to support the current need.

5. Description of how success/impact will be measured.

Normally, the Circulation Department maintains statistics on the Student Laptop Program, as well as solicits feedback from students on the benefits and possible improvements to the program. Since we have allowed extended loans for all the laptops, the circulation statistics will not be the best metric of success. We will rely on feedback from the students as to whether we met the need for technology assistance in an online-only class environment and whether those students were able to be successful in completing their classes.

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

This proposal is for 80 Dell Latitude 3400 laptops and 80 laptop bags. The cost of each laptop includes a four-year warranty. Laptop bags are needed in order to organize and efficiently circulate the equipment. The attached quote shows each laptop costs \$1,449.85 for a total of \$115,988, but a "premier discount" was applied that reduced the total price to \$62,874.40. Case Logic laptop carrying cases are included in this request as well. The

quote shows each case costs \$36.99; a “premier discount” was applied that reduced the total price for cases to \$2,363.20. The total cost for 80 laptops and carrying cases is \$65,237.60.

Type of Material	Cost per item	Number of items	Total Cost
Dell Latitude 3400	\$785.93	80	\$62,874.40
Targus Intellect Slipcase 14” Notebook Case	\$29.54	80	\$2,363.20
TOTAL			\$65,237.60

There are no additional personnel costs associated with this proposal.

7. All Tech Fee Proposals must be reviewed by ITS prior to submission. Please provide your JIRA Ticket # here.

ITS worked with Fred Barry to select laptops that met their standards, and ITS initiated the quotes and completed the order.

8. Proposed timeline.

Fred Barry and Matt Meehan are prepping as much as they can before the equipment arrives so that it will take no more than two days to format the laptops once they arrive and begin loaning them to students.

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

Not applicable

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

Not applicable

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

Fred Barry
 Library Server System Administrator
 University Libraries
fbarry@uwf.edu
 857-6157