# VITAL\_EXPANDING\_TECHNOLOGIES\_INITIATIVE- 2017-2018

## Proposal Detail Information

**VITAL/EXPANDED TECHNOLOGIES INITIATIVE**

**Call For Proposals: FY 2017-2018**

***Purpose***

### The Vital/Expanded Technologies Initiative (VETI) is a component of the Student Success Initiative instituted in Fall 2011.  These funds will assist the campus in addressing critical and vital/expanded technology initiatives that directly support student success in their courses, graduation, and careers.  The Vital/Expanded Technologies Initiative Committee (VETI) of eleven members, the majority of which are students, will review and approve proposals for funding.  Campus student organizations, departments, colleges, and divisions may submit proposals. College deans and vice presidents will assist the VETI committee in the review by prioritizing proposals submitted by their areas.

###

**This year, there is a total of $846,000 to be allocated, which includes the additional $96,000 of rollover funds to which Dr. Satterlund referred in her December call for SSI proposals.  (These additional rollover funds will be distributed using the normal VETI proposal process.) Funding for FY 2018 will be made available by July 3, 2017**

**Proposal deadline is 5:00pm, Friday, March 24, 2017.**

***Eligibility***

**Proposals may be submitted within one of two categories:  General or College.  General proposals may focus on technology needs of the general student body.  College specific proposals may address a specific discipline need or program.  Palm Desert Campus proposals will be assessed within the College specific category.  The committee will distribute the funds following some general guidelines and allocation percentages for each category (General - 55%, College - 45%). These allocations may be adjusted based on strength of submitted proposals.**

### Members of the campus community may request funds from the Vital/Expanded Technologies Initiative by submitting a proposal.  Proposals need endorsements from their respective organizations or departments.  Students need to submit through a campus student organization, faculty within departments would seek their chair's approval, and college deans will help prioritize requests, as well as divisional vice presidents.  The proposal will contain information about the project, contact information from the requester, a short abstract (250 words or less) highlighting what the project is, and a total amount of funds requested, for each year if applicable.  In addition, the request should outline a justification for the project, identify the number of students it will impact annually, what the intended operational and/or student learning and development outcomes may be, how you will measure whether the intended outcomes were achieved, and provide the committee with an implementation timeline.

### To be considered for funding, proposal or project leads must attend at least one of the following work sessions designed to aid in the articulation of project outcomes and appropriate measures:

### January 25th from 9:00 to 10:00 am

### January 26th from 2:00 to 3:00 pm

### January 30th from 10:00 to 11:00 am

### January 31st   from 11:00 to Noon

### February 3rd from 1:00 to 2:00 pm

 **As part of the proposal, the requester can outline any collaborative efforts with other organizations or departments and indicate if any matching funds will be allocated to the project.**

### Of great importance will be a detailed list of how funds will be expended. Resource requirements should include any hardware, software, or personnel needs.  Projects must cover initial purchases and any ongoing costs during the term of the project.

 ***Proposal Selection Process***

### Proposals submitted shall be prioritized and recommended for funding based on the following proposed criteria:

### Technology that is directly used to enhance instructional technology resources for students and faculty in the classroom

### Supports the CSU Graduation Initiative 2025 (<https://www2.calstate.edu/graduation-initiative-2025>)

### Expands technology access at the Palm Desert Campus

### Enhances student access across the institution

### Enhances student experience and success

### Supports a high utilization rate for student constituent groups

### Provides enhanced technology resources for students with special needs or disabilities

### Provides enhanced training for student use of technology

### Relative cost/rate of return on investment

### Organizational unit’s ability to implement

###  Applicants will be invited by the VETI Committee to present their proposals during the evaluation process. Applications will need Dean or Vice President Approval prior to submission.Projects should not duplicate support structures or funding currently in place, but rather attempt to work within and enhance existing projects or suggest new projects.  In addition, all projects must adhere to campus policies and standards.

###

### The VETI committee will review the proposals and awards will be announced no later than June 12, 2017.  Funds will become available for FY 2017 beginning July 1, 2017.

## Contact Information

### ****CONTACT INFORMATION****

### 1) Coyote ID\*

This is the official California State University, San Bernardino identification number

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### 2) First Name\*

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### 3) Last Name\*

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### 4) Phone Number\*

Enter a 10-digit phone number(123) 456-7890 or (123)456-7890 or 123-456-7890

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### 5) CSUSB Email\*

(Example: coyotej@coyote.csusb.edu or jcoyote@csusb.edu)

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### *****Please note the opportunity to save your responses and return to complete this request later. You will receive and email with a link to the question that you left off on.*****

## University Unit

### ****UNIVERSITY UNIT****

#### 6) Select from the following:\*

( ) Campus Division

( ) Palm Desert Campus (PDC)

( ) Student Organization

## Division

#### 7) Division\*

( ) Academic Affairs

( ) Administration and Finance

( ) Information Technology Services

( ) Student Affairs

( ) University Advancement

## Academic Affairs - Departments

Please provide college departmental affiliation or specific office in your Project Abstract.

#### 8) College/Department\*

( ) Academic Personnel

( ) Academic Programs

( ) Academic Research, Office of

( ) Academic Resources

( ) Academic Scheduling

( ) Center for International Studies and Programs

( ) College of Arts and Letters

( ) College of Business and Public Administration

( ) College of Education

( ) College of Extended Learning

( ) College of Natural Sciences

( ) College of Social Behavioral Sciences

( ) Community-University Partnerships (CUP)

( ) Graduate Studies

( ) Institutional Research

( ) Online & Distributed Learning

( ) John M. Pfau Library

( ) Research and Sponsored Programs

( ) Undergraduate Studies

( ) Teaching Resource Center

## Administration and Finance - Departments

#### 9) Administration and Finance\*

Please provide college departmental affiliation or specific office in your Project Abstract.

( ) Accounting Services

( ) Accounts Payable

( ) Auxiliary Financial Services

( ) Budget Office

( ) Capital Planning, Design and Construction

( ) Environmental Health & Safety

( ) Facilities Services

( ) Human Resources

( ) Parking & Transportation Services

( ) Payroll

( ) Printing Services

( ) Property Management

( ) Purchasing Office

( ) Receiving/Mail Services

( ) University Enterprises Corporation at CSUSB

( ) University Police

## Information Technology Services- Departments

#### 10) Information Technology Services\*

Please provide college departmental affiliation or specific office in your Project Abstract.

( ) Academic Technologies & Innovation

( ) Administrative Computing & Business Intelligence

( ) Associate Vice President Office

( ) Project Management & Assessment

( ) Information Security & Emerging Technologies

( ) Technology Operations & Customer Support

## Student Affairs - Departments

#### 11) Student Affairs\*

Please provide college departmental affiliation or specific office in your Project Abstract.

( ) Admissions and Student Recruitment

( ) Associated Students, Inc.

( ) Career Development Center

( ) Children's Center

( ) Financial Aid

( ) Housing and Residential Life

( ) Judicial Affairs

( ) National Student Exchange

( ) Psychological Counseling Center

( ) Records, Registration and Evaluations

( ) Recreational Sports

( ) Services to Students with Disabilities

( ) Student Health Center

( ) Student Leadership & Development

( ) Student Union

( ) University Diversity Committee

( ) Veterans Success Center

( ) Workability IV

## University Advancement - Departments

#### 12) University Advancement\*

Please provide college departmental affiliation or specific office in your Project Abstract.

( ) Alumni Affairs

( ) Campus News

( ) Event Scheduling

( ) Philanthropic Foundation

( ) Office of Strategic Communication

( ) University Development

## Student Organization

### 13) Student Organization Name\*

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## Proposal Details

**PROPOSAL DETAILS**

#### 14) Proposal Category\*

College specific proposals may address a specific discipline need or program. General proposals may focus on technology needs of the general student body.

( ) College

( ) General

## FY 2016

### 15) Total Amount Requested for FY 2018\*

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## Project Abstract

**PROPOSAL INFORMATION**

### 16) Project Title\*

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### 17) Project Abstract (250 words or less)

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### 18) Challenge(s) this project will address:

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### 19) Alternate solution(s) should this project not be funded:\*

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### 20) Impact(s) if this project is not funded:\*

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### 21) Cost: $$ (One time or recurring)\*

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### 22) What are your intended Process Outcomes and/or Student Learning Outcomes?

"Process Outcomes" describe the improvements you expect to see as a result of changes to existing offerings, approaches, or processes in your office operation. Examples of these types of outcomes include: increased student use of your services, increased student satisfaction with your services, reduced waiting time for appointments, increased attendance at your events, reduce error rates, etc.

"Student Learning Outcomes" describe the knowledge, skills, or behaviors that you intend for students to acquire  as they interact with your program/office.

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### 23) Assessment Plan and Key Performance Indicators (KPI) (Measurable/Verifiable)

(Please note Measure(s) 1 below will provide evidence for Outcome 1 above and so forth)

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### 24) In the spirit of transparency, we want to ensure students are aware of the various ways in which their Student Success Initiative fees are being used to support them at CSUSB. If awarded, how do you intend to publicize or make students aware of your project’s SSI funding source?

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## Project Timeline

**PROJECT TIMELINE**

### 25) Start Date (MM/DD/YYYY)\*

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### 26) End Date (MM/DD/YYYY)\*

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### 27) First Quarter of Student Use\*

(example: Spring 2015, Fall 2016)

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#### 28) Matching funds or resources allocated to project

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| --- | --- | --- |
|  | **Source** | **Amount** |
| 1 | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 2 | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 3 | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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## (untitled)

## Project Collaboration

### ****PROJECT COLLABORATION****

#### 29) Statements of support by collaborating organization(s) or department(s) (if applicable)

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\_\_\_\_\_\_\_\_1

\_\_\_\_\_\_\_\_2

\_\_\_\_\_\_\_\_3

## BUDGET DETAILS

### ****DETAILED BUDGET/RESOURCE REQUIREMENTS****

**Download the Budget template Excel file named Budget to your desktop. This file workbook contains two sheets one for Personnel Budget, and another for Products Budget. Type all of the requirements for your project save it in your desktop, and import the file in question 22.**

[**VETI\_BUDGET\_TEMPLATE.xls**](http://surveygizmolibrary.s3.amazonaws.com/library/196359/VETI_BUDGET_TEMPLATE.xls)

#### 30) Export here the Excel file that contains the Budget information for your project.\*

\_\_\_\_\_\_\_\_1

## Print Copy

#### 31) California State University, San Bernardino\*I hereby certify:

#### I understand that the project that I have proposed must be accessible to students with disabilities and comply with Section 508 and IT guidelines.

#### I will participate in mandatory training for electronic & information technology purchases and outcomes assessment reporting.

#### I have discussed the content of my proposal with my area Information Technology Consultant and have considered his/her feedback in my project and timeline.

#### I have shared my proposal with my Dean/Vice President and received an affirmative to move forward with submitting it to the VETI Committee for consideration.

#### \*

[ ] Yes

## Thank You!

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Thank You!
Thank you for your participation! A copy of your proposal has been sent to your email address**

**Your proposal will be reviewed by the committee and you will be notified of the results by June 12, 2017.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**