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

2. First Name *

3. Last Name *

4. Phone Number *

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

[   ]

5. CSUSB Email *

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

[   ]

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 *

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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
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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
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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
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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 *

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 *

Project Abstract

16. Project Title *

17. Project Abstract (250 words or less)

18. Challenge(s) this project will address:

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

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

21. Cost: $$ (One time or recurring) *

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.

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)

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?

Project Timeline

PROJECT TIMELINE

25. Start Date (MM/DD/YYYY) *

26. End Date (MM/DD/YYYY) *

◈

27. First Quarter of Student Use *
(example: Spring 2015, Fall 2016)

28. Matching funds or resources allocated to project

	Source	Amount
1		
2		
3		
4		
5		

Project Collaboration

PROJECT COLLABORATION

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

Browse...

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

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

Browse...

Print Copy

31. California State University, San Bernardino

*I hereby certify:

1. I understand that the project that I have proposed must be accessible to students with disabilities and comply with Section 508 and IT guidelines.
2. I will participate in mandatory training for electronic & information technology purchases and outcomes assessment reporting.
3. 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.
4. 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!

_____

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.

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