

#9

COMPLETE

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Page 1: For Annual Planning/Program Review Requests AND Off-Cycle Requests

Q1 **2021-2022**

Technology Plan Year

Q2

Title of Request

Replacement of Pandemic Laptops/Surface Pros

Q3

Location of Request

General Counseling

Q4

Department

Counseling

Q5

Contact Person

Name **My-Linh Nguyen**
Email Address **my-linh.nguyen@gcccd.edu**

Q6

Description Please provide a brief description of the technology/software or technology project and its core goal(s).

General Counseling had 10 laptops and 13 Surface Pros that were loaned out from our area to the college during the 2020-2021 academic year due to the pandemic to distribute to staff. These technology resources were mainly intended for use by students during workshops and are needed as we return for in-person services in the new year.

Page 2: Proposal Justification

Q7

Guided Student Pathways

Please explain how the technology or enhancement supports the strategic plan. Include information on how students will be impacted and/or employees or the college or district overall. Consider whether this would be a district-wide implementation. Which Strategic Plan priority (or priorities) are supported by this request? To access the Strategic Plan, please click [here](#).

Q8

How does the request support the above priorities?

This equipment was intended for students and used to provide student workshops on a number of topics related to Guided Pathways work.

Q9

Students

Who would this impact? Please select all that apply.

Q10

What is the number of students or employees impacted per semester?

200

Q11

How would this impact the above group(s)?

This provides students with access to the technology needed to participate in a number of our workshops and counseling assistance.

Q12

No

Does the technology support a state-wide initiative or is it a legal mandate or in support of a legal mandate?

Q13

If yes, please explain how the technology supports a state-wide initiative or is it a legal mandate or in support of a legal mandate?

N/A

Q14

Please be aware that projects, once approved, are typically scheduled 6 months to a year in advance. Consider the consequences if the technology/software is not implemented, upgraded or renewed. What are the consequences if the technology/software is not implemented/upgraded, or renewed? Examples: Security concerns, loss of FTES, mandates, accreditation, etc.

Lack of technology available for students to properly attend certain workshops and be supported in their student success.

Q15

What is your preferred time for implementation?

Yesterday :-) Just kidding. Is it reasonable to say 6 months?

Q16

Tell us how the data you have supports the implementation of the technology. This can be qualitative or quantitative in the form of surveys, observations, SLO or other assessment data, institutional research data or other reports and data.

Please refer to previous technology approvals that got us these original devices. Because we had these devices - then they were taken from our areas to give out to staff during the pandemic. We are simply just asking for those items to be replaced.

Q17

5

How critical is this need in terms of supporting curriculum and services?

Q18

Respondent skipped this question

Please attach any supporting data/documentation using the "Upload" button below.

Page 3: COST ANALYSIS

Q19

Hardware

Is the request for hardware or software?

Q20

New (new to the campus)

Is the request for new or an upgrade to existing technology?

Q21

Total initial cost of request: This includes hardware and software maintenance, licence, taxes, fees, shipping, storage, etc. Contact Sherri Braaksma for assistance.

\$20,960.09 Surface Pro

\$13,259.41 Dell Laptops

Total \$34,219.50

It only allows for one quote file upload so I uploaded the Surface Pro one. We have the Dell Quote as well available.

Q22

General Fund

Funding Source:

Q23

Please attach quote using the "Upload" button below.

MMZK720.pdf (64.3KB)

Page 4: Grant Funding Source

Q24

Respondent skipped this question

Please specify the grant that will fund the technology you are requesting.

Page 5: Evaluation Plan

Q25

Evaluationi. How do you plan to evaluate the technology after implementation?

If this is in reference to evaluating the use of the technology, this will be reflected in our student point-of-service surveys and/or workshop participant evaluations.

Page 6: Type of Request

Q26

Yes

Is this an Off-Cycle Request (e.g., not part of the annual planning/program review process)?

Page 7: Off-Cycle Requests Only

Q27

What are the exigent circumstances and/or contributing factors that would qualify this request to be eligible for Off-cycle consideration? Please explain why this request cannot wait until the next annual planning cycle.

Due to Covid/Pandemic all of these devices were loaned out to the college for staff use in Spring 2020. These devices were purchased for student use and we would like to replace them to use for that purpose, especially upon our return to campus and providing in-person services - we need this technology that we originally had replaced.

Page 8: Ready to Submit

Q28

Yes

Are you ready to submit your technology request?
