

#5

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Tuesday, December 10, 2024 2:41:56 PM
Last Modified: Thursday, December 12, 2024 4:36:45 PM
Time Spent: Over a day
IP Address: 68.8.77.99

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

Q1 **2023-24**

Technology Plan Year

Q2

Title of Request

RedCap License and Installation

Q3

Location of Request

Cuyamaca College

Q4

Department

Psychology

Q5

Contact Person

Name	Marissa Salazar
Email Address	Marissa.m.salazar@gmail.com

Q6

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

The technology we are requesting is REDCap, a free data collection platform for non-profits. This software is necessary for psychology students enrolled in PSY 215 and PSY 205.

Page 2: Proposal Justification

Q7

Please explain how the technology or enhancement supports the strategic plan and impacts students, employees, the college, and/or the district. Which Strategic Plan priority (or priorities) are supported by this request? To access the Strategic Plan, please click [here](#).

**Increase equitable access (enrollment),
Eliminate equity gaps in course success (passing grade in class),
,
Increase completion and eliminate equity gaps (graduating with a degree/certificate, or transferring)**

Q8

How does the request support the above priorities?

The program we are requesting is free for non-profits, therefore all students, faculty, and staff would have access to REDCap. Eliminating the cost of a software program- similar to eliminating textbook costs- decreases barriers to enrollment. When REDCap is used for PSY 205 specifically, it is anticipated that there will be an increase in success and completion as this is the last course psychology majors complete before transferring. Having access to free data collection software that is also used at many transfer institutions will set students up for future success. This program also eliminates the time spent having to format and clean data that other free programs such as GoogleForms and OneDrive Forms do not have the capacity to do.

Q9

Who would this impact? Please select all that apply.

**Students,
Employees,
College,
District**

Q10

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

50

Q11

How would this impact the above group(s)?

Students taking the PSY 205 or PSY 215 will have access to a REDCap account which will give them the opportunity to design their own survey and/or collaborate with other students in designing a survey. Currently, the instructor is responsible for inputting all of the survey questions into SurveyMonkey due to the number of license restrictions. This is a time consuming process and students need to get this hands-on experience as early as possible. Working with a software that is used across many institutions of higher education would give students a unique advantage when they transfer.

Most importantly- the design phase of a research study is one of the most crucial steps. While we discuss this in class and decide on our research questions together, the way the class is structured now is missing the critical hands-on piece of inputting survey questions and testing the survey.

Many students who major in psychology plan to obtain a graduate degree and as such need research experience in research labs. While Cuyamaca has one research lab, we do not have the capacity to meet the needs of many students, therefore we encourage students to reach out to labs at UCSD and/or SDSU. These labs often turn away community college students because they are not familiar with how to properly collect data, and do not know how to work with the software that is being used. REDCap is similar to other data collection software- including Qualtrics- therefore this would give students a unique advantage upon transferring. Once REDCap is acquired, anyone at the college and district can have an account, therefore this could be beneficial across multiple domains including collecting feedback after student events, collecting feedback about participatory governance, and conducting interest-specific surveys among students.

Q12**No**

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

Q13**Respondent skipped this question**

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?

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.

One of the main consequences of not having this software is the amount of time it takes to teach students how to properly format the data on GoogleForms or OneDrive forms to work with the statistical analysis program we use (SPSS). There is not an option to use an alternative analysis software as SPSS is used across 4-year institutions in the psychology department. Using a different software to analyze data would be doing the students a disservice as there is a steep learning curve.

Q15

What is your preferred time for implementation?

Spring 2026

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.

The main objective of PSY 205 is for students to collect their own data and analyze their results. As such, a data collection software is necessary.

In previous years, I have used SurveMonkey which was paid for by my department (\$500/year). However, the license is very limited- it is only one user and I can only access SurveyMonkey on three devices. While I teach PSY 205, other psychology faculty teach PSY 215 and this software would be a useful tool in this class as well to demonstrate data collection and analysis. We cannot just use OneDrive Forms or GoogleForms because we need advanced capabilities that only platforms such as SurveyMonkey an RedCap can do.

RedCap also has the advantage that anyone who is part of the organization can create an account. For PSY 205 specifically, this means students can have hands-on experience with inputting survey questions and learning how to properly format them, a skill they will use when they transfer.

Adopting RedCap as the platform for collecting data would be beneficial to the entire college and district, as we currently pay for several licenses across multiple platforms. REDCap has the capabilities to do the same things (and some things better) than other software and would eliminate the costs of other software licenses. There are other disciplines besides psychology who collect data and this would be useful in their programs as well.

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

Software

Is the request for hardware, software, or both?

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 Bryan Cooper for assistance.

The initial cost is free but we would need to pay to host a server.

I have already contacted IT about this. It seems we have the necessary requirements but would need a server to house the data.

REDCap would be able to be used college and district wide, possibly eliminating the code of survey software fees across the district. Below please find the requirements for REDCap:

REDCap is easily configurable for use by consortium partner institutions and requires minimal infrastructure and setup. REDCap can run on a number of different operating systems (Linux, Unix, Windows, Mac). Below are REDCap's requirements regarding hardware and third-party software. For more details, see the Technical Overview PDF.

Web server with PHP 7.3.0 or higher (including support for PHP 8). Apache (any OS) or Microsoft IIS (Windows).
MySQL database server (MySQL 5.5.5+, MariaDB 5.5.5+, or Percona Server 5.5.5+). A MySQL client (e.g., phpMyAdmin, MySQL Workbench) is required for performing installation/upgrades
SMTP email server. Configure PHP with an institutional SMTP server or install an SMTP to use for sending emails out of REDCap.
File server (optional). A separate server may be utilized for housing files uploaded/stored in REDCap via secure communication using WebDAV protocol (SSL supported). Consult your local policy first in case your institution has regulations or mandates regarding file storage practices.
More info on server requirements can be found at <https://redcap.link/performance>.

Q22

General Fund

Funding Source:

Q23

Respondent skipped this question

Please attach quote using the "Upload" button below.

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

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

Upon acquiring REDCap, we will let faculty within the department and larger college know about the software and encourage them to use it. We will assess the number of courses who have used REDCap. We will also look at PSY 205 and PSY 215 courses specifically and survey students about how comfortable they feel using the software. We will contact professors at SDSU who have active research labs and let them know that our students are familiar with REDCap. We will track the number of students who acquire a position in a research lab.

Page 6: Type of Request

Q26

No

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

Page 7: Off-Cycle Requests Only

Q27

Respondent skipped this question

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.

Page 8: Technology Request Process

Q28

Respondent skipped this question

How can the Technology Request process be improved for next year?

Page 9: Ready to Submit

Q29

Yes

Are you ready to submit your technology request?
