

# #10

**COMPLETE**

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

**Q1 Technology Plan Year** **2020-2021**

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**Q2 Title of Request**

Implement SARS TRAK for Apportionment Collection

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**Q3 Location of Request**

All three tutoring centers

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**Q4 Department**

Learning Assistance/Tutoring

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**Q5 Contact Person**

Name	Mary Graham
Email Address	mary.graham@gcccd.edu

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**Q6 Description** Please provide a brief description of the technology/software or technology project and its core goal(s).

In order to collect apportionment on tutoring, we need to be able to log students in and out and track the minutes of usage. We cannot do this with SARS Anywhere. We need SARS TRAK or some other similar technology for this purpose.

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Page 2: Proposal Justification

**Q7** 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.

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**Organizational Health**

**Q8** How does the request support the above priorities?

It would allow tutoring to collect apportionment and contribute back to the college and district.

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**Q9** Who would this impact? Please select all that apply.

**Students,  
College,  
District**

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**Q10** What is the number of students or employees impacted per semester?

700

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**Q11** How would this impact the above group(s)?

It would allow tutoring to contribute to district FTES.

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**Q12** Does the technology support a state-wide initiative or is it a legal mandate or in support of a legal mandate?

**No**

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**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?

NA

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**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.

We will be unable to collect apportionment on tutoring without this.

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**Q15** What is your preferred time for implementation?

Fall 2020.

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**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.

We would be able to report some non-credit FTES if we had this system.

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**Q17** How critical is this need in terms of supporting curriculum and services? **2**

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**Q18** Please attach any supporting data/documentation using the "Upload" button below. **Respondent skipped this question**

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Page 3: COST ANALYSIS

**Q19** Is the request for hardware or software? **Software**

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**Q20** Is the request for new or an upgrade to existing technology? **Upgrade (replacing outdated technology)**

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**Q21** Total initial cost of request: This includes hardware and software maintenance, licence, taxes, fees, shipping, storage, etc. Contact Sherri Braaksma for assistance.

Staff Time

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**Q22** Funding Source: **General Fund**

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**Q23** Please attach quote using the "Upload" button below. **Respondent skipped this question**

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Page 4: Grant Funding Source

**Q24** Please specify the grant that will fund the technology you are requesting. **Respondent skipped this question**

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Page 5: Evaluation Plan

**Q25** Evaluationi. How do you plan to evaluate the technology after implementation?

If we are able to collect apportionment, it will have been a success.

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Page 6: Type of Request

**Q26** Is this an Off-Cycle Request (e.g., not part of the annual planning/program review process)?

**No**

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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.

**Respondent skipped this question**

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Page 8: Ready to Submit

**Q28** Are you ready to submit your technology request?

**Yes**

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