

#4

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

10 laptops for Counseling Center

Q3

Location of Request

Counseling Department

Q4

Department

Counseling Department

Q5

Contact Person

Name **Raad Jerjis**
Email Address **raad.jerjis@gcccd.edu**

Q6

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

The Counseling Department is requesting 10 new laptop computers for faculty/staff/student use.

Page 2: Proposal Justification

Q7

Organizational Health

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 will optimize college practices and procedures to advance the departments priorities for assisting students, faculty and staff.

Q9

Who would this impact? Please select all that apply.

Students,
Employees,
College

Q10

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

8500

Q11

How would this impact the above group(s)?

Upgraded hardware will allow for student to be helped in a more effective manner by employees and improving college goals.

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?

No response

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 this technology will lead to lack of support during Back on Track workshops, will not allow for student to be helped in a more effective manner by employees and improving college goals.

Q15

What is your preferred time for implementation?

As soon as it is available.

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.

Due to remote work environment, the Counseling faculty and staff must have access to current technology to serve students effectively.

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.

\$20,000 including software. Waiting for the final quote from Bryan Cooper.

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

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

We will annually review the effectiveness and quality of service students and faculty/staff are receiving when using the laptop computers.

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.

Counseling Department had 10 laptop computers in 2019-2020 year. During spring 2020, due to COVID-19, all laptops were given to faculty and staff. Counseling might not get those laptops back so we need to replace them.

Page 8: Ready to Submit

Q28

Yes

Are you ready to submit your technology request?
