#17

COMPLETE

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

Q1

Technology Plan Year

2023-24

Q2

Title of Request

Replacement of Tutoring Laptops

Q3

Location of Request

Various Tutoring and Classroom/Laboratory Settings

Q4

Department

Tutoring

Q5

Contact Person

Name   **Mary Graham**

Email Address   **Mary.Graham@gcccd.edu**

Q6

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

During the pandemic, Tutoring received HERF money to purchase laptops so that our tutors could work remotely. When we returned to campus, we realized that the laptops continued to be useful in several ways. First, they allowed tutors to take sessions over Zoom from our Tutoring Centers and from locations around campus where tutors were supervised to meet with students. Second, they allowed in-person students, who often didn't have their own computers, to use them during Tutoring Sessions to pull up items for their tutoring sessions. Thirdly, the laptops created more comfortable, collaborative, and adaptable settings than we found when we put tutors on the Laboratory computers, they allowed for easier oversight of sessions in the STEM Center where the lab computers are much further back, and they were less disruptive to students working on the laboratory computers in both physical Centers. Lastly, they allowed tutors who were embedded in labs or classrooms to take a laptop with them for that day if that was beneficial.
We had to levels of computers – basic ones and those that could manage 3-D design. All of those laptops are now older, finnicky, and often non-functional – even for Zoom.
We would like to replace them to maintain optimal support for our students.

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.

Eliminate equity gaps in course success (passing grade in class)

,

Increase persistence eliminate equity gaps (re-enrolling the subsequent semester or year)

Q8

How does the request support the above priorities?

Tutoring has a demonstrated positive impact on course success. These laptops will allow us to maintain flexible support for in-person and remote tutees. 24% of respondents to a survey of Tutees from Fall 23 and Spring 24 said that their work with Cuyamaca Tutoring kept them from dropping a course. 14% said it kept them from dropping out of college. 62% said their work with Tutoring helped them to feel supported by the college.

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?

1000

Q11

How would this impact the above group(s)?

Ensure flexible support for tutees and tutors.

Q12

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

No

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?

Respondent skipped this question

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.

Our services will be less responsive to student needs and tutor needs.

Q15

What is your preferred time for implementation?

Fall 25 or spring 26

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.

Tutoring has a demonstrated positive impact on course success. These laptops will allow us to maintain flexible support for in-person and remote tutees. 24% of respondents to a survey of Tutees from Fall 23 and Spring 24 said that their work with Cuyamaca Tutoring kept them from dropping a course. 14% said it kept them from dropping out of college. 62% said their work with Tutoring helped them to feel supported by the college.

Q17

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

5

Q18

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

Respondent skipped this question

Page 3: COST ANALYSIS

Q19

Is the request for hardware, software, or both?

Hardware,

Software

Q20

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

Upgrade (replacing outdated technology)

Q21

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

$21,664.51

($7,310.13 for three laptops that can manage 3D design software; $14,354.38 for seven more basic laptops).

I can't seem to attach both quotes to this request. I am attaching the quote for the 7 more basic laptops and will reach out about the other..

Q22

Funding Source:

General Fund

Q23

Please attach quote using the "Upload" button below.

2024.12.04_Latt5450_Mary%20Graham.pdf (174.8KB)

Page 4: Grant Funding Source

Q24

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

Respondent skipped this question

Page 5: Evaluation Plan

Q25

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

Through use. We know from our current technology that these will meet our purposes and should do so for 5 years.

Page 6: Type of Request

Q26

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

No

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

Page 8: Technology Request Process

Q28

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

Respondent skipped this question

Page 9: Ready to Submit

Q29

Are you ready to submit your technology request?

Yes