

ACADEMIC YEAR 2016-2017

BMCC STUDENT TECHNOLOGY FEE PLAN



APRIL 4, 2016

# 2016-2017 BMCC Student Technology Fee Plan

## CONTENTS

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Committee Members

Budget Summary

Project Plans

# 2016-2017 BMCC Student Technology Fee Plan

## Committee Members

Note: 31% (4/13) of the committee are students

**Joseph Spadaro**, *Vice President, Information Resources and Technology (Chair)*

**Karrin Wilks**, *Provost and Senior Vice President, Academic Affairs*

**Marva Craig**, *Vice President, Student Affairs*

**Elena Samuels**, *Assistant Vice President, Finance*

**Kathleen Dreyer**, *Director, Library*

**Michael Hutmaker**, *Dean, Student Affairs*

**Everett Flannery**, *Chairperson, Respiratory Therapy Program*

**Christopher Stein**, *Chairperson, Media Arts and Technology*

**Joel Hernandez**, *Chairperson, Science*

**Shannon Kidd**, *Sargent, Student Government Association*

**Peal Dip**, *Student*

**Derek Prettow III**, *Student*

**Zahidat Ballo**, *Student*

# 2016-2017 BMCC Student Technology Fee Plan

## Budget Summary

	Academic Calendar Year 2016/2017
<b>Staff Costs</b> (List each position, title, salary and fringes)	
Info Syst Asso, HE Asst, HE Asso, Info Syst Asst,	\$791,071
Asst to HEO, Info Syst Specialist	\$0
IT Hourly Asst College Assistants (Lab Support)	\$29,669
Fringe Benefits	\$177,280
<b>Sub-Total</b>	<b>\$998,020</b>
<b>Consulting</b>	
SIS App Development & SSO Integration	\$150,000
<b>Sub-Total</b>	<b>\$150,000</b>
<b>Hardware, Networking, Peripherals</b>	
<i>Personal Computers/Servers/Lap. Quantity</i>	
PCs _____	\$500,000
Laptops _____	\$0
Servers _____	\$325,000
Printers/Scanners _____	\$0
Printers _____	\$0
Projection Device _____	\$38,249
Routers/Hubs/Wiring _____	\$0
Infrastructure _____	\$495,000
Tablet _____	\$9,795
Wiring _____	\$0
Cameras and Equipment _____	\$100,000
Other _____	\$65,250
<b>Sub-Total</b>	<b>\$1,533,294</b>
<b>Software</b>	
<i>(Provide product name and estimated cost, if known)</i>	
Degree Works _____	\$15,964
Urban Male Leadership _____	\$2,398
Athletic Webpage _____	\$2,500
CareerSpots _____	\$3,000
CSM Platform _____	\$12,950
SoftChalk Create _____	\$5,500
Titanium Software - College Discovery _____	\$2,520
FWS Job Placement System _____	\$15,000
License Renewals _____	\$95,000
VDI _____	\$200,000
Security to prevent Botnet and Malware _____	\$200,000
Queueing System _____	\$150,000
LRC Compu. Service and Upgrade _____	\$29,000
LibCal _____	\$1,600
NoodleTools _____	\$3,696
Next Gen _____	\$6,000
Litmus _____	\$3,990
Events and Interviews _____	\$6,900
Orgsync _____	\$10,000
<b>Sub-Total</b>	<b>\$766,018</b>

## 2016-2017 BMCC Student Technology Fee Plan

<b>Library Electronic Databases</b>	
Renewal of database and subscri _____	\$175,000
<b>Sub-Total</b>	<b>\$175,000</b>
<b>Furniture</b>	
_____	\$0
<b>Sub-Total</b>	<b>\$0</b>
<b>Construction</b>	
_____	\$0
<b>Sub-Total</b>	<b>\$0</b>
<b>Faculty Development and Training</b>	
_____	\$0
<b>Sub-Total</b>	<b>\$0</b>
<b>Miscellaneous</b>	
First Year Experience	\$36,000
LRC Service and Upgrade	\$7,200
<b>Sub-Total</b>	<b>\$43,200</b>
<b>Enterprise Initiatives (Blackboard, Email, Academic Advisement, Etc.)</b>	
STI _____	\$440,281
UWI _____	\$880,713
<b>Sub-Total</b>	<b>\$1,320,994</b>
<b>TOTAL</b>	<b>\$4,986,526</b>

# 2016-2017 BMCC Student Technology Fee Plan

## Project Plans

### PROJECT 1

**Project Name:** DegreeWorks Maintenance  
**Expected Start Date:** July 1, 2016  
**Expected End Date:** June 30, 2017  
**Person Responsible:** Carei Thomas  
**Proposed Budget:** \$15,964

**Project Description:** DegreeWorks is the University's online degree auditing and advisement tool. At BMCC, the product is used to advise students each semester and provide them with some self-service functioning (i.e. GPA Calculators, What-If generator, etc.). In addition, DegreeWorks information is used to feed the FACTS system that allows for the certification of New York State Financial Aid (TAP).

**Rationale:** This yearly maintenance fee is required by Ellucian to provide tech support and updates, when applicable, to the College. As all schools in CUNY must be on the same version of the software, CUNY requires that we remain up-to-date with our service contract.

**New/Continuing:** Continuing

**How will the Project be assessed:** This project can be assessed by the usage of the software.

## 2016-2017 BMCC Student Technology Fee Plan

### PROJECT 2

**Project Name:** Urban Male Leadership Academy (UMLA)  
**Expected Start Date:** September 1, 2016  
**Expected End Date:** June 30, 2017  
**Person Responsible:** Ashtian Holmes  
**Proposed Budget:** \$2,398

**Description of Project:** The Urban Male Leadership Academy (UMLA) at Borough of Manhattan Community College is dedicated to preparing graduates who are ready to address the unique challenges of their generation. UMLA provides customized support services and leadership opportunities to underrepresented students in higher education. UMLA's primary goal is to increase the retention, graduation, and transfer rates of underserved student populations, particularly black and Latino males.

**Rationale:** A digital subscription to the DiversityComm periodical network provides UMLA students with valuable articles and information relevant to their socioeconomic/cultural experience and academic/professional success. This network of publications includes the Black EOE Journal, HISPANIC Network Magazine, Professional WOMAN'S Magazine, Diversity in STEAM Magazine and DIVERSEability Magazine.

These publications offer a real-world perspective on professional/academic/social matters concerning underrepresented groups (e.g. African Americans, Women of Color, Hispanics, Latinas, Native Americans, Asians, Veterans, Service-Disabled, Veterans, Disabled, Multi-Cultural Women, LGBT). In addition to providing UMLA students with a source of quality information that centers on diversity and inclusion, a number of UMLA workshops will be based on the topics/content within these publications.

**New or Continuing Project?** New

**How will the Project be assessed?** Survey of participating students.

## 2016-2017 BMCC Student Technology Fee Plan

### PROJECT 3

**Project Name:** Athletic Webpage  
**Expected Start Date:** January 1, 2013  
**Expected End Date:** Ongoing  
**Person Responsible:** Stephen Kelly  
**Proposed Budget:** \$2,500 (includes collegiate discount of \$ 2500)

**Description of Project:** This project will continue to enhance the communication and information available to students and the BMCC community in general.

The information on the website will inform the BMCC community about intercollegiate sports, our new Fitness Center, recreational opportunities, special recreational and athletic events in addition to updated information regarding CUNYAC, NJCAA regional and national intercollegiate information.

The staff will maintain the site with updated and current information. This covers the period January 1, 2014-December 31, 2016

**Rationale:** Yearly licensing, hosting, and support costs for SIDEARM ( Learfield Sports, LLC ) Athletic Content Management Application. ICS Sidearm is the web company that has developed the majority of Athletic websites for the CUNYAC and NJCAA Region 15.

**New/Continuing:** Continuing

**Assessment of Project:** Number of hits to the website for intercollegiate schedules, roster, national and regional statistics, recreation schedules, special events. Access to BMCC athletic Facebook page twitter, YouTube, etc.



## 2016-2017 BMCC Student Technology Fee Plan

### PROJECT 4

**Project Name:** CareerSpots  
**Expected Start Date:** July 1, 2016  
**Expected End Date:** June 30, 2017  
**Person Responsible:** Won Kang  
**Proposed Budget:** \$3,000

**Description of Project:** CareerSpots provides informational career advice videos from experts and industry professionals.

**Rationale:** CareerSpots allows our students to watch short videos from experts anytime of the day to assist them in career development topics such as resume writing, interviewing, and the job search process. When trying to serve over 26,000 students, it is important to have online resources that can assist students when career counselors are not available. Since July 2013, there have been over 6,000 views of the videos linked on the website. CareerSpots lends an accessible and professional voice to emphasize the many different topics surrounding career development.

**New/Continuing:** Continuing

**How will the Project be assessed:** The Career Development website was recently updated, and we are embedding video links in strategic locations to help facilitate student usage and learning through the videos. We can monitor the video usage, and adjust the types of videos that we highlight base on the usage of the links.

## 2016-2017 BMCC Student Technology Fee Plan

### PROJECT 5

<b>Project Name:</b>	Symplicity CSM Platform
<b>Expected Start Date:</b>	September 1, 2016
<b>Expected End Date:</b>	June 30, 2017
<b>Person Responsible:</b>	Won Kang
<b>Proposed Budget:</b>	\$12,950

**Description of Project:** Symplicity is the vendor for our Career Services module Career Express. Our current services include the general use of the system called Modular CSM with unlimited accounts (\$5,200), Student Tracking System (\$3,000), counseling Appointment system (\$1,000) and the Expanded Career Fair Manager-no charge career fairs (\$1000-\$500 flat fee per fair, we are anticipating 2 fairs). We would like to add the Experiential Learning Module (\$1100), Faculty Module (\$1100), and Granular User Module (\$550).

**Rationale:** Career Express is the system that we post all positions that we receive from employers. It is also the system that schedules our counseling appointments and tracks students' participation for all office appointments, workshops, career fairs, and events run through the office. We are requesting the Experiential Learning, Faculty, and Granular User modules because we are expanding the use of Career Express for administrators and faculty outside of Career Development. These systems will allow the college to become more involved in promoting opportunities and assisting students in their job, internship, and experiential learning searches. These modules will help Career Development better manage the access that other constituents will have into the system.

**New or Continuing Project:** Continuing, except the Experiential Learning, Faculty, and Granular User modules.

**How will the Project be assessed:** Symplicity can be assessed by the following statistics:

- The amount of traffic on the site currently measured by CSM Usage Statistics, but will be transferred over to Google Analytics in the coming year.
- The usage by Faculty once the Faculty module is launched. The referral of jobs by faculty to students.
- The number of student log-in's to the system, including the number of applications submitted.
- The number of jobs posted by employers.
- The usage of the counseling system to schedule appointments with advisors.
- The posting of experiential learning opportunities in the system.

## 2016-2017 BMCC Student Technology Fee Plan

### PROJECT 6

<b>Project Name:</b>	SoftChalk Create
<b>Expected Start Date:</b>	September 1, 2016
<b>Expected End Date:</b>	June 30, 2017
<b>Person Responsible:</b>	Pedro Pérez
<b>Proposed Budget:</b>	\$5,500

**Description of Project:** SoftChalk is an award-winning authoring program that allows educators to easily create and post content for delivery in any learning management system. At present, they offer four primary products: SoftChalk Create, SoftChalk Cloud, Private SoftChalk Cloud, and SoftChalk Share. For these purposes, we are more interested in SoftChalk Create which is an online platform that can be used to post content in the form of workshops or lesson plans. It is software that allows license holders the chance to build content in interactive and creative ways. Most importantly, it allows users the chance to access content anytime, thereby closing the gap in student participation resulting from scheduling conflicts. Online workshops serve as a creative and alternative way to meet the needs of our students. The ever-present challenge of conflicting schedules is dissipated as students will be able to access workshops and other content, at a convenient time, and more importantly, when they are ready to process the information.

**Rationale:** In today's digital age the use of online education is growing in popularity. Online workshops are an opportunity to address the needs of our diverse and busy student body. Through the use of SoftChalk Create, different learning styles, such as visual and auditory, can be addressed as content is delivered via video and audio formats, in addition to standard text. SoftChalk Create workshops allow the user to engage in a more self-paced form of learning. The workshops we offer are tools they can benefit from inside and outside the classroom. Currently, the college has an older version of the software with limited licenses. This will allow for our program to customize the content based on our audience.

The multiple user license will facilitate collaborations between campus units. We expect to partner with the Counseling Center to be able to expand the content for general students, including those determined to be at risk.

**New or Continuing Project:** New

**How will the Project be Assessed:** To assess the utility or usefulness of this project, users who access the content will be sent a follow up survey with a few questions about their experience. Currently, we target students on academic probation to complete the online workshops. However, it will be more useful to increase the target to all CD students as they embark on the completion of their degrees.

## 2016-2017 BMCC Student Technology Fee Plan

Some of the survey questions will include the following:

1. Was the content of this link helpful to you as a BMCC CD student?
2. Did you get the information that you were looking for?
3. Was it easy to follow?
4. Would you recommend this link to other students?

We will be working with the Office of Institutional Research to edit the survey items as well as the best way users can complete the assessment component.

## 2016-2017 BMCC Student Technology Fee Plan

### PROJECT 7

<b>Project Name:</b>	Titanium Software
<b>Expected Start Date:</b>	September 1, 2016
<b>Expected End Date:</b>	June 30, 2017
<b>Person Responsible:</b>	Pedro Pérez
<b>Proposed Budget:</b>	\$2,520

**Description of Project:** Titanium is an electronic medical records (EMR) system designed specifically for university and college counseling centers. They're budget-friendly software is used at over 1,000 locations in the United States and internationally. In addition to counseling centers, Titanium is used by disability centers, psychology department teaching clinics, employee assistance programs, as well as customers other than educational institutions.

The Titanium Schedule also includes access to the Listserv. Listserv offers the opportunity to directly interact with other Titanium Schedule users across the U.S. and around the world. The Listserv is free to join, and it's a great resource for exchanging ideas and getting advice about Titanium from a colleague perspective. There is also a searchable archive with years of previous postings.

**Rationale:** Typically, the university will absorb the cost of the software for Counseling Centers that use the software. In this case, a split in Titanium was sought to differentiate users from the Counseling Center, from users in the College Discovery Program. It is believed that two separate licenses would facilitate compliance with codes of privacy.

**New or Continuing Project:** New

**How will the Project be Assessed:** To assess the utility or usefulness of this software, the monthly reporting feature will be used. Counselors will be able to submit reports of all students seen, including the duration of counseling. The project will be considered successful if the majority of caseload students are seen at the end of a given semester, as noted by the Titanium scheduler. This will confirm both user and student utility.

## 2016-2017 BMCC Student Technology Fee Plan

### PROJECT 8

<b>Project Name:</b>	Federal Work Study (FWS) Online Job Placement System (Annual Renewal of Ongoing Project)
<b>Expected Start Date:</b>	July 1, 2016
<b>Expected End Date:</b>	June 30, 2017
<b>Person Responsible:</b>	Ralph Buxton
<b>Proposed Budget:</b>	\$15,000

**Description of Project:** The original goal of this project was to design and implement a web-based multifunctional student employment system for the FWS program to permit electronic submission and web display of job opportunities; candidate/employer match; placement, referral and tracking; e-forms processing; and automated time entry for payment.

**Rationale:** Initially funded through the 2006-7 Technology Fee program the development phase is completed and began with a soft launch in summer '10 and the jobs component fully implemented with the fall 2010 semester. All components of the software were implemented in production in Spring 2012. During the 2014-15 year, the interfaces to CUNYfirst were tested and implemented and the product is now seamlessly integrated with CUNYfirst. In production, this externally hosted system carries an annual licensing fee of approximately \$15,000.

**Assessment:** Effectiveness will be assessed by two measures. First, a comparison will be made with respect to year-to-year participation rates for on-campus and off-campus employment. Second, a survey will be made of both new and continuing FWS participants as well as supervisors to elicit satisfaction levels with the new process as well as suggestions for improvement and refinement.

## 2016-2017 BMCC Student Technology Fee Plan

### PROJECT 9

**Project Name:** Computer Hardware Replacement  
**Expected Start Date:** July 1, 2016  
**Expected End Date:** June 30, 2017  
**Person Responsible:** Tom Lew  
**Proposed Budget:** \$200,000

**Description of Project:** Continue to replace academic workstations throughout the college. In addition, Teaching labs and Office for Services for Students with Disabilities and Learning Resources Center will also have systems replaced.

**Rationale:** Replace hardware on a 4-year cycle in order to continue to support latest versions of academic software. Software includes but not limited to ACT adaptive testing, Microsoft 2013 Office Suite, Adobe Creative Suite, AutoCAD, Matlab, and updated department-specific programs. This will improve the student computing and research experience.

**New/Continuing?** Continuing

**Assessment of Project:** End of semester student computer facilities surveys and college wide surveys to determine if the new computers have improved students ability to complete assignments in a efficient timely fashion.

## 2016-2017 BMCC Student Technology Fee Plan

### PROJECT 10

**Project Name:** Software License Renewals  
**Expected Start Date:** July 1, 2016  
**Expected End Date:** June 30, 2017  
**Person Responsible:** Tom Lew  
**Proposed Budget:** \$95,000

**Description of Project:** Purchases and renewal of academic software licenses including Accutrack, CREO, Data Domain, Hots, Labstats, Pro E, Quickbooks, SQL, Vision software.

**Rationale:** This project permits the academic programs to upgrade their software to current levels. The backroom programs permit the distribution of program software, backup of data, security of workstation software and powering up/down of equipment during off hours for software update and to save energy.

**New/Continuing?** Continuing

**Assessment of Project:** End of semester student computer facilities.



## 2016-2017 BMCC Student Technology Fee Plan

### PROJECT 11

**Project Name:** Wireless Infrastructure Enhancement with Bluetooth Beacons  
**Expected Start Date:** July 1, 2016  
**Expected End Date:** June 30, 2017  
**Person Responsible:** Flavio & Amish  
**Proposed Budget:** \$150,000

**Description of Project:** The project is to enhance our current wireless infrastructure in all of our campuses to support newer wireless standard 802.11ac hardware with true multi-user MIMO technology.

**Rationale:** The newer AP's will provide faster speed, client match feature without any performance degradation & integrated Bluetooth beacons.

**New/Continuing:** Continuing

**If Continuing, evidence of effectiveness from the previous year:** We did rollout 802.11ac wireless access points in Murray Street & Chambers street campus and all students are seeing faster internet access, higher density and rare blind spots and faster download speed.

## 2016-2017 BMCC Student Technology Fee Plan

### PROJECT 12

**Project Name:** Self-Help Kiosks for Students (Phase-5)  
**Expected Start Date:** July 1, 2016  
**Expected End Date:** June 30, 2017  
**Person Responsible:** Jian & Aurel  
**Proposed Budget:** \$20,000

**Description of Project:** The project will continue to provide self-service kiosks in high-traffic areas. We will increase the Kiosks locations throughout all our three Campuses. The kiosk will serve two basic functions self-service or act as a user desktop.

**Rationale:** Our current Kiosks are strategically placed in Main, Murray & Fiterman Hall Campus; increasing the deployment in all three campuses will further reduce the lines at helpdesk. The kiosks will provide a convenient and faster way for students to access the BMCC and CUNY portals, change/reset passwords, access CUNYfirst and see other enrollment related information from all 3 locations.

**New/Continuing:** Continuing

**If Continuing, evidence of effectiveness from the previous year:** With Kiosk rollout we have cut down the password reset request by 90% & our reports show students resetting their password & accessing various applications without coming to the helpdesk.

## 2016-2017 BMCC Student Technology Fee Plan

### PROJECT 13

**Project Name:** VDI, SCCM & AppSense rollout  
**Expected Start Date:** July 1, 2016  
**Expected End Date:** June 30, 2017  
**Person Responsible:** Jian, Aurel, Cyril & Amish  
**Proposed Budget:** \$200,000

**Description of Project:** This project is to enhance VDI capability & integrate with Microsoft SCCM & AppSense.

**Rationale:** We currently have 500 plus Virtual Desktop machines in 3 of our campuses and 200 of them are used in CIS labs which requires higher IOPS for faster boot, greater response time, scaling as needed & more on-demand requirement. As we expand our VDI technology in more area, we need additional hardware & software to support new infrastructure. VDI & SCCM will work in tandem and substitute each other as per the needs. AppSense will have cut the initial login time needed to build new user profile when he or she logs IN for the first time.

**New/Continuing:** Continuing

**If continuing, evidence of effectiveness from the previous year:** we have been using VDI for 7 years and support over 500 machines in 3 of our campuses from single pane of glass. The performance is excellent & we barely get trouble tickets which used to be in double figures each semester.

## 2016-2017 BMCC Student Technology Fee Plan

### PROJECT 14

**Project Name:** Advancement of security for instructional to prevent botnet and malware.  
**Expected Start Date:** July 1, 2016  
**Expected End Date:** June 30, 2017  
**Person Responsible:** Barry & Amish  
**Proposed Budget:** \$200,000

**Description of Project:** This project is to enhance security measures in all instructional areas (Labs, Cafeteria, Servers, Portable devices, Laptops etc).

**Rationale:** All students access resources like Portal, BMCC website, instructional websites etc. will moved behind F5 & integrated with Multi-layer inline approach. This upgrade will allow our security team to proactively monitor and prevent network attacks.

**New/Continuing:** Continuing

**If continuing, evidence of effectiveness from the previous year:** We have rolled out Palo Alto & Forti Sandbox to replace FireEye and seeing optimistic results in application visibility. The new technology give us inside view if users are infected with malware or botnet in real time.

## 2016-2017 BMCC Student Technology Fee Plan

### PROJECT 15

**Project Name:** SIS Application Development & SSO Integration  
**Expected Start Date:** July 1, 2016  
**Expected End Date:** June 30, 2017  
**Person Responsible:** Laszlo, Beena & Amish  
**Proposed Budget:** \$150,000

**Description of Project:** This project is to buy software, pay licenses & consultant to help BMCC application developer team to develop/support key student's access applications/systems as part of our CUNYfirst migration and integrate with single-sign-on feature for easier access.

**Rationale:** Students will be able to access applications like Graduation Apply, Miscellaneous appeal, change of major, Title IV appeal etc. 24\*7 & cut lines at all SIS offices by 90%.

**New/Continuing:** Continuing

**If Continuing, evidence of effectiveness from the previous year:** We have implemented cluster database & supporting applications like grade change, student verification at security desk & integrated shadow system with Access control for face recognition etc. The shadow system developed in-house is the best way to support BMCC centric applications without compromising security & accessibility. Our reports show that all applications created by IRT are used on a daily basis.

## 2016-2017 BMCC Student Technology Fee Plan

### PROJECT 16

**Project Name:** Hardware upgrade in both the Data Centers.  
**Expected Start Date:** July 1, 2016  
**Expected End Date:** June 30, 2017  
**Person Responsible:** Amish & Cyril  
**Proposed Budget:** \$125,000

**Description of Project:** This project is to upgrade and rollout new hardware in our Chambers & FH Data Center to support growing demand of applications.

**Rationale:** The new hardware will provide reliability, faster speed for all applications, reduce heat foot print, save time on repair/replacement etc. The new hardware ASIC will be ready to support VDI (Virtual Desktop Infrastructure).

**New/Continuing:** Continuing

**If Continuing, evidence of effectiveness from the previous year:** We have been upgrading all end of life Equipment College wide and we barely get any support ticket for hardware failures.

## 2016-2017 BMCC Student Technology Fee Plan

### PROJECT 17

**Project Name:** Queuing System  
**Expected Start Date:** July 1, 2016  
**Expected End Date:** June 30, 2017  
**Person Responsible:** Lawrence Dumaguing  
**Proposed Budget:** \$150,000

**Description of Project:** Implement an app-based queuing system to facilitate efficient provisioning of student services in registrar, bursar, financial aid and academic advising areas.

**Rationale:** This project will help manage student wait times for services during peak periods.

**New/Continuing?** New

**Assessment of Project:** Analysis of wait-time metrics and student satisfaction of delivery of services.

## 2016-2017 BMCC Student Technology Fee Plan

### PROJECT 18

**Project Name:** Technologically Enhanced Classroom Update  
**Expected Start Date:** September 1, 2016  
**Expected End Date:** June 30, 2017  
**Person Responsible:** Tom Lew  
**Proposed Budget:** \$300,000

**Description of Project:** Eighty-One Technologically Enhanced Classrooms in the Chambers Street building will be upgraded with control panels for audio visual equipment. This is a necessary supplement to the upgraded projectors and wireless projection capabilities included in prior years' plans.

**Rationale:** Upgrade facilities in TEC rooms to improve presentations by both faculty and students to enhance the classroom lecture experience.

**New/Continuing?** Continuing

**Assessment of Project:** Annual Faculty TEC room survey.



## 2016-2017 BMCC Student Technology Fee Plan

### PROJECT 19

**Project Name:** LRC Instructional Computer Services  
**Expected Start Date:** September 1, 2016  
**Expected End Date:** June 30, 2017  
**Person Responsible:** Leticia Dinkins  
**Proposed Budget:** \$74,449

#### Description of Project:

Item 1 Custom MS Office Online Interactive Training Software License (12 Months)

- This package includes training courses for:
- Excel 2007, 2010, 2013, 2016
- Outlook 2007, 2010, 2013, 2016
- PowerPoint 2007, 2010, 2013, 2016
- Word 2007, 2010, 2013, 2016
- SharePoint 2007, 2010, 2013
- Project 2007, 2010, 2013, 2016
- Access 2007, 2010, 2013, 2016
- Lync 2013
- OneNote 2013
- Windows 7, 8, 10
- Office 365/What's New Office 2013
- Skype for Business

#### Features of this package include:

- Online Learning Tutorials
- Exportable Usage Reports Custom Course Creation Tool Interactive Quizzes
- Printable Certificates of Completion

Item 2 Software Reference Guides

Item 3 Heavy Duty Headphones

#### Rationale:

Item 1 This software will be used as a supplement to our scheduled Office 2016 Training workshops. Students will have unlimited access to software training courses.

Item 2 MS Office and Adobe software reference Guides will be used as workshop handouts for students to refer to when necessary.

## 2016-2017 BMCC Student Technology Fee Plan

- Item 3      Microsoft Office Training software requires headphones to use in LRC Instructional Labs. Speech 102 tutorial software also requires headphones with microphones. We would like to install heavy duty headphones at each workstation for students to use as needed.

### New or Continuing Project?

Item 1	New
Item 2	Continual
Item 3	Continual

### How will the Project be Assessed?

Item 1	We'll have the ability to generate usage reports to determine how often the packages are being accessed online.
Item 2	n/a
Item 3	n/a

*Continuation of Project 19...*

**Project Name:** Upgrade to LRC Tutorial Services Technology  
**Expected Start Date:** September 1, 2016  
**Expected End Date:** June 30, 2017  
**Person Responsible:** Nandrani Algu

**Description of Project:** Interactive Electronic Whiteboard and Electronic Notepads (Tablet PCs)

### Rationale:

- Replace all existing old mobile chalkboards and old dry erase boards with new Interactive electronic whiteboards for tutors to use with students.
- The tablet pcs will be used to connect to electronic boards and access online course material and e-textbooks during tutorial sessions

**New or Continuing Project?** New

**How will the Project be Assessed?** The project will be assessed by the number of users and student surveys.

## 2016-2017 BMCC Student Technology Fee Plan

### Tutorial/Supplemental Instruction Services

Item Description	Users/Stations	Unit Cost	Total Cost	Justification
Project 1: Upgrade to LRC Tutorial Services Technology				
Interactive Electronic Whiteboard	20	\$1,500	\$30,000	The LRC intergraded new smartboard technology as a pilot project in Fall 2015. We would like to replace all existing old mobile chalkboards and old dry erase boards with new Interactive electronic whiteboards for students to use with tutors. This upgrade will allow access to online course material and e-textbooks during
Electronic Notepads (Tablet PCs)	10	800	\$8,000	In order for the LRC to take full advantage of smartboard technology, the requested smartboards will require a computer, laptop, notepad, or tablet to be connected. The tablet pcs will be used to access online course material and e-textbooks during tutorial group sessions.
Subtotal			\$38,000	

## 2016-2017 BMCC Student Technology Fee Plan

### LRC Instructional Computer Services

Item Description	Users/ Stations	Unit Cost	Total Cost	Justification
<b>Project 2: LRC Instructional Computer Services</b>				
<u>Custom MS Office Online Interactive Training Software License (12 Months)</u> This package includes training courses for: Excel 2007, 2010, 2013, 2016 Outlook 2007, 2010, 2013, 2016 PowerPoint 2007, 2010, 2013, 2016 Word 2007, 2010, 2013, 2016 SharePoint 2007, 2010, 2013 Windows 7, 8, 10 Office 365/What's New Office 2013 Project 2007, 2010, 2013, 2016 Access 2007, 2010, 2013, 2016 Lync 2013, OneNote 2013, Skype for Business  Features of this package include: Online Learning Tutorials Exportable Usage Reports Custom Course Creation Tool Interactive Quizzes Printable Certificates of Completion	1 YR Site License		\$29,000.00	This software will be used as a supplement to our scheduled Office 2016 Training workshops. Students will have unlimited access to software training courses 24/7 from the LRC website and the LRC instructional computer labs in 510.
Software Reference Guides			\$250	

## 2016-2017 BMCC Student Technology Fee Plan

Item Description	Users/ Stations	Unit Cost	Total Cost	Justification
Project 2: LRC Instructional Computer Services				
Heavy Duty Headphones	120	60	\$7,200.00	Microsoft Office Training software requires headphones with microphones. Speech 102 tutorial software also requires headphones with microphones. We would like to install heavy duty headphones at each workstation for students to use as needed.
Sub-Total			\$36,450.00	
			\$74,450.00	

## 2016-2017 BMCC Student Technology Fee Plan

### PROJECT 20

**Project Name:** Renewal of library database subscriptions and online services  
**Expected Start Date:** September 1, 2016  
**Expected End Date:** June 30, 2017  
**Person Responsible for Project:** Kathleen Dreyer  
**Proposed Budget:** \$175,000

**Description of Project:** Continuation of existing library subscriptions and online services.

**Rationale:** The library aggregates and makes available an extensive arrays of electronic resources, including e-books for both on-campus and off-ampus research use by faculty and students. Our goal is to be comprehensive, balanced and continuing. Decisions to add or delete a resource are based on curriculum needs and usage.

**New/Continuing:** Continuing

**Assessment of Project:** Annual BMCC surveys and usage statistics.

## 2016-2017 BMCC Student Technology Fee Plan

### PROJECT 21

**Project Name:** Portable Battery Chargers  
**Expected Start Date:** September 1, 2016  
**Expected End Date:** June 30, 2017  
**Person Responsible:** Kathleen M. Dreyer  
**Proposed Budget:** \$3,249.75 = 25 chargers at \$129.99 per charger

**Description of Project:** The carrels in the library are not wired for electricity. This will allow students to charge their devices. The battery chargers can be checked out for use in the library. Based on my discussion with staff at Queensborough Community College who use these battery chargers it is impossible to maintain the media tips that come with the chargers. This will require students to bring their own cables.

**Rationale:** Students carry many devices including phones, tablets, and laptops. Unfortunately there are not enough seats in the library wired with electricity. This will give students the opportunity to charge their devices and keep studying. Queensborough Community College used tech fee funds to purchase the battery chargers:  
<http://qcc.libguides.com/c.php?g=113222&p=737016>

**New or Continuing Project?** New

**How will the Project be assessed?** We will keep track of the number of times the battery chargers are checked out.

## 2016-2017 BMCC Student Technology Fee Plan

### PROJECT 22

**Project Name:** Laptop dispensing kiosk  
**Expected Start Date:** September 1, 2016  
**Expected End Date:** June 30, 2017  
**Person Responsible:** Kathleen M. Dreyer, Chief Librarian  
**Proposed Budget:** \$62,000 (for 24-bay kiosk plus laptops)

**Description of Project:** Provide a kiosk in the library where students can check out laptops. Or we could consider placing it outside the library so students have access when the library is not open. This would help us provide technology support to students and would require less staffing. We would still loan out iPads, calculators, etc.

**Rationale:** Our laptop loan service is popular. This would give students additional access to technology any time the library is open or potentially at other times.

Baruch College library has a kiosk:

<https://www.baruch.cuny.edu/library/students/techloan.html>

This is the company they work with: <http://online.flipbuilder.com/tvqg/rhkg/#p=1>

**New or Continuing Project?** New

**How will the Project be assessed?** The kiosk allows us to keep track of how many laptops are checked out.

#### **Feedback from the Chief Librarian at Baruch on their kiosk:**

The answer gets complicated. Yes, it does work well. It logs tremendous volume and is invaluable when the library is open while service desks are closed (4 hours each regular day of the semester plus overnight when we are open for mid-terms and finals). The implementation was a heavy lift for many reasons: We chose to loan MacBooks with Dell Latitudes by linking two 12 unit modules through one loan interface. Initially, the battery charging for iMacs did not work as well as for the laptops due to the fit of the units in the slots. The integration with Aleph was more challenging than expected. The vendor (<http://www.laptopsanytime.com/>) had not yet worked with the specific models of the equipment we purchased, so there were weeks of tweaking. However, the vendor accommodated our need for a camera, Active Directory plus ID card authentication, real time reporting, and other features such as remote operation of the unit. Some of the problems we experienced were due to far greater use of the machine than we anticipated. We meant for it to be supplemental, but it has become the first choice for borrowing, rather than the staffed loan desk. That is primarily due to the convenient location to the entrance. One other issue: the loan process relies on a SIP connection with Aleph. Last



## 2016-2017 BMCC Student Technology Fee Plan

semester loans were failing because CUNY had reached the limits of its SIP licenses. Greg came up with a workaround so we have not had any reported problems this semester.

What I would recommend to others is where the answer gets complicated. We expected to purchase additional units, but held off because alternatives are emerging. We were considering Mediasurfer by Techlogic (see attached), but they were not as far along as Laptops Anytime and did not meet several of our requirements, especially for authentication (students try to steal units by borrowing with a lost ID card, which makes the AD authentication necessary.) They have developed a bit since then, but still do not have as many features and they only handle iPads. With regard to total cost: The Mediasurfer “vending machine” itself is much cheaper than Laptops Anytime’s machine and stocking it with iPads is cheaper than laptops and iMacs. I think that we paid \$62,000 for our machine, but it has 24 bays. That does not include the cost of the units we loan. It may seem expensive, but when you spread the cost of the machine over at least 4 -5 years it is less expensive than hiring more staff to work additional desk hours and loan laptops overnight when we are open 24 hours.

The students on our tech fee committee have again asked us to add machine sin other buildings, so I will be on the market investigating again.

## 2016-2017 BMCC Student Technology Fee Plan

### PROJECT 23

**Project Name:** LibCal  
**Expected Start Date:** September 1, 2016  
**Expected End Date:** June 30, 2017  
**Person Responsible:** Kathleen M. Dreyer  
**Proposed Budget:** 100/100/100 \$1,599 per year (Pricing is based on the number of Calendars, Schedulers, and Room Bookings)  
3/3/3 \$Free

**Description of Project:** LibCal could be used to manage reservations for the study rooms in the Library and Fiterman. Students would be able to see what rooms are available and make reservations on the spot or in advance.

**Rationale:** The system would also allow us to make the study rooms more noticeable and encourage their use. The process we have the library requires mediation by a staff member. This would free up staff time for other work. I used this system at my previous institution and it worked really well. It allowed us to set parameters so that students would not be able to occupy one room for the whole day.

**New or Continuing Project?** New

**How will the Project be Assessed?** We can track how many reservations are made.

## 2016-2017 BMCC Student Technology Fee Plan

### PROJECT 24

<b>Project Name:</b>	NoodleTools
<b>Expected Start Date:</b>	September 1, 2016
<b>Expected End Date:</b>	June 30, 2017
<b>Person Responsible:</b>	Kathleen M. Dreyer and Jean Amaral
<b>Proposed Budget:</b>	\$3,696.00 (12 months from the date of subscription.)

**Description of Project:** Designed by educators, NoodleTools is an online platform promoting authentic research and original writing.

- Students and teams can collaborate in real-time, using integrated tools for source evaluation, note-taking, outlining, document archiving and citation.
- Embedded information-literacy modules teach critical thinking about source quality and credibility.
- Scaffolded notecards prompt original analysis and ideas.
- Students tag and pile notecards, then organize them into an outline to jump-start writing.
- Assisted by intelligent import of WorldCat data and expert help from NoodleTools librarians, students produce accurate MLA, APA and Chicago citations for even the trickiest sources.
- Teacher feedback and assessment features
- Google Drive integration (including Google Apps for Education accounts). Google Apps single-sign-on available.
- full iPad accessibility
- NoodleTools Companion mobile app
- <http://noodle.to/webinars>

**Rationale:** Faculty often ask librarians to help students with citing materials. We have a tool called EasyBib but this product could potentially replace that. NoodleTools also provides interactive features that could be used in both in-person and online classrooms.

**New or Continuing Project?** New

**How will the Project be Assessed?** The number of users among faculty and librarians. We could also survey students who use the product for their feedback.

## 2016-2017 BMCC Student Technology Fee Plan

### PROJECT 25

**Project Name:** Cameras and Equipment Student Loaner Program  
**Expected Start Date:** September 1, 2016  
**Expected End Date:** June 30, 2017  
**Person Responsible:** Vinton Melbourne  
**Proposed Budget:** \$100,000

**Description of Project:** Upgrade/increase of field production support equipment and accessories.

**Rationale:** Increased class enrollment/change in the field.

**New or Continuing Project?**

**How will the Project be Assessed?**

## 2016-2017 BMCC Student Technology Fee Plan

### PROJECT 26

**Project Name:** Avid Media Services/Networking  
**Expected Start Date:** September 1, 2016  
**Expected End Date:** June 30, 2017  
**Person Responsible:** Vinton Melbourne  
**Proposed Budget:** \$200,000

**Description of Project:** Better integrating workflows into network.

**Rationale:** Upgrade and new hardware.

**New or Continuing Project?** Continuing

**How will the Project be Assessed?**

## 2016-2017 BMCC Student Technology Fee Plan

### PROJECT 27

**Project Name:** Lecture Halls (N451/452/453)  
**Expected Start Date:** September 1, 2016  
**Expected End Date:** June 30, 2017  
**Person Responsible:** Vinton Melbourne  
**Proposed Budget:** \$225,000

**Description of Project:** Upgrade to Digital.

**Rationale:** Old Technology.

**New or Continuing Project?** New

**How will the Project be Assessed?**

## 2016-2017 BMCC Student Technology Fee Plan

### PROJECT 28

**Project Name:** New Avid Labs  
**Expected Start Date:** September 1, 2016  
**Expected End Date:** June 30, 2017  
**Person Responsible:** Vinton Melbourne  
**Proposed Budget:** \$100,000

**Description of Project:** New Technology for the new Avid/Multimedia Labs Smart flat screens, sound booth, sound system, pole-vault system, and upgraded networking.

**Rationale:** Newly created space.

**New or Continuing Project?** New

**How will the Project be Assessed?**

## 2016-2017 BMCC Student Technology Fee Plan

### PROJECT 29

<b>Project Name:</b>	Next Gen Web Solutions – Scholarship Manager
<b>Expected Start Date:</b>	September 1, 2016
<b>Expected End Date:</b>	June 30, 2017
<b>Person Responsible:</b>	Sussie Gyamfi
<b>Proposed Budget:</b>	\$6,000

**Description of Project:** Scholarship Manager is web-based software that matches students with school specific scholarships based upon their profile. With Scholarship Manager, the Scholarship Office can maintain scholarship details and manage the entire scholarship process through a single, easy-to-use application. We no longer have to manually enter all students' submitted applications.

**Rationale:** This software enable students to apply for several BMCC scholarships on-line quickly. It also make it easier for students to find scholarships in our database; instead of them going through several scholarships on the scholarship page, all they have to do is to enter a keyword and find scholarships that match their criteria. This allows students to review and apply for several scholarships faster. We are also able to enter new scholarships, manage and award scholarships, review and edit the student application information.

**New/Continuing?** Continuing

**How will the Project be Assessed?** Besides being able to entirely eliminated paper application, the software manages multiple scholarship application cycles per year, meaning students can apply for either fall or spring scholarships. For those students who were denied a scholarship prior, when they reapply, their biographical information is auto filled. They also they have the choice of using their old letters of recommendation or requesting a new one. This cuts down the application process time for those students.

In addition, rather than printing all the applications for committee to review, the Scholarship Manager software allows committee members the freedom to review and score applications on-line whenever, wherever there is a computer and as time allows. There is also a donor information feature. This feature allow the Development Office to view all the awards attach to a specific donor and run reports. Scholarship Manager has enhanced the scholarship application process for students, review committee members, and the Scholarship Office staff.



## 2016-2017 BMCC Student Technology Fee Plan

### PROJECT 30

**Project Name:** Ipads for BIO Hybrid 425  
**Expected Start Date:** September 1, 2016  
**Expected End Date:** June 30, 2017  
**Person Responsible:** Patricia DeLeon  
**Proposed Budget:** \$4,800

**Description of Project:** This money is requested for 12 ipads which will be used by the students registered for the hybrid BIO 425, Anatomy and Physiology I courses ( 2 sections during the spring semester, 2 sections during the summer semester and 3 sections during the fall semester, for a total of approximately 190 students /year.

**Rationale:** During the laboratory component of the hybrid course, the students are required to search for information either in the lecture book, lecture notes (both of which can be accessed online) and/or the web; many students don't have cell phones with the capability to carry all the platforms involved, so it would be very beneficial to have, at least, 2 iPad/table so those students can work more efficiently. The laboratory room has 6 tables and each one can accommodate 4 to 5 students.

**New or Continuing Project?** New

#### **How will the Project be Assessed?**

1. The grade for each laboratory exercise during the above mentioned semesters will be compared with the grades for the corresponding laboratory exercises from previous semesters. We will be looking especially for the student's ability to find and apply relevant information.
2. Given that the laboratory exercises help the students further understand the theoretical concepts discussed in the lecture component of the hybrid course, we will also compare the exam grades during the periods above mentioned.
3. We will separately evaluate the results to the exam questions that require the students to fully explain and apply the concepts discussed in class.

## 2016-2017 BMCC Student Technology Fee Plan

### PROJECT 31

**Project Name:** Orgsync  
**Expected Start Date:** September 1, 2016  
**Expected End Date:** June 30, 2017  
**Person Responsible:** Melissa E. Aponte  
**Proposed Budget:** \$10,000

**Description of Project:** OrgSync provides the platform for the Co- Curricular Transcript which documents students' extracurricular involvement while at BMCC.

**Rationale:** The Co-Curricular Transcript (CCT) program was launched give students an official method of documenting their own involvement and achievements outside the classroom while enrolled at BMCC. The CCT is a student initiated official transcript that bears the BMCC seal and is offered as supplement to the academic transcript. Students may request copies of their official CCT to be sent when applying for scholarships, internships, or when submitting employment and transfer applications. The CCT is organized around 6 categories to reflect the various involvement leadership, service and learning opportunities on campus.

**New or Continuing Project?** Continuing

**How will the Project be Assessed?** Documenting number of student submissions and official transcript requests.

## 2016-2017 BMCC Student Technology Fee Plan

### PROJECT 32

**Project Name:** First Year Experience Workshops  
**Expected Start Date:** July 1, 2016  
**Expected End Date:** June 30, 2017  
**Person Responsible for Project:** Iris Wangpataravanich  
**Proposed Budget:** \$36,000

**Description of Project:** New Students who attend the First Year Experience Workshops, consisting of a series of four workshops, will receive a flash drive at the completion of the last workshop. The workshops provide new students with success skills, including but not limited to, information on college rules and regulations, study and test taking skills, information on calculating GPA, degree requirements, and registering for classes.

**Rationale:** The flash drive will serve as an incentive for students to complete the series of workshops. The workshops will prepare the students for college life at BMCC, and the flash drive will prepare the students for class allowing them to save their papers, reports, and homework.

**New/Continuing?** Continuing

**Assessment of Project:** We will continue to review the enrollment and attendance of the workshops. As part of the new student programs, the amount of students who enroll in the FYE workshops over the last couple of semesters has increased. Through assessing and redesigning the current FYE workshops and programs, we anticipate more completions, especially during the summer, as we plan to bring in more students prior to the start of the semester.

## 2016-2017 BMCC Student Technology Fee Plan

### PROJECT 33

<b>Project Name:</b>	Litmus
<b>Expected Start Date:</b>	September 1, 2016
<b>Expected End Date:</b>	June 30, 2017
<b>Person Responsible:</b>	Joseph Picataggio
<b>Proposed Budget:</b>	\$3,990 annually
<b>Description of Project:</b>	To use Litmus email analytics in conjunction with our Hobsons CRM.

**Rationale:** Litmus is a very popular email analytics service that many schools (Including CUNY) use with Hobsons. It allows you to preview what your email will look like on different browsers and devices, checks for broken links, tests for spam filters, tells you how long a student reads an email and lets you know which devices your audience is opening your emails on. By molding our communications to better fit student needs and devices, we will increase open and interaction rates. This will give students more information about the College, allowing them to feel more connected to campus, increasing persistence and retention.

**New or Continuing Project?** New

**Assessment of Project:** Litmus comes with detailed analytics reports showing how many students open, forward or print an email. It lets you know how many students read, skim read or glanced/deleted an email. It also tells you whether the email was read on an Apple iPhone/iPad, Gmail, Google Android or another client. It also lets you know the geolocation where the email was opened. We can use these detailed analytics in conjunction with the existing Hobsons open and interaction rates to determine how engaged our students are, how quickly they get advised and register, attend events, etc.

## 2016-2017 BMCC Student Technology Fee Plan

### PROJECT 34

<b>Project Name:</b>	Events and Interviews – Hobsons Retain
<b>Expected Start Date:</b>	September 1, 2016
<b>Expected End Date:</b>	June 30, 2017
<b>Person Responsible:</b>	Joseph Picataggio
<b>Proposed Budget:</b>	\$6,900 annually

**Description of Project:** To add events and RSVP functionality to Hobsons Retain.

**Rationale:** BMCC currently uses Hobsons Retain to communicate with students by email. With Events and Interviews (E&I), Retain will allow the College to create and manage event RSVPs and all communications related to events created with the module. To date, we have used various different means to manage student RSVPs, from homegrown dashboards built by the IRT to 3<sup>rd</sup> party websites. E&I would allow the College to move beyond these varied methods, and providing a single streamlined venue for events and RSVP management. Through E&I the college can send reminders and engage in customized follow up with both attendees and non-attendees. With this module embedded into Hobsons, we could also easily implement pre- and post- event surveys. This will be particularly useful for keeping track of RSVPs for large events such as commencement and the annual career fair. E&I would also assist in assessing retention related metrics by comparing the registration status and GPAs for event attendees with those of non-attendees.

**New or Continuing Project?** New

**Assessment of Project:** We currently track rates of attendance for commencement, the career fairs and other events. We would assess the effectiveness of the module quantitatively by continuing to track these data; comparing RSVP rates and attendance rates from previous years with those for events managed through E&I. We would also survey the offices using the module to get qualitative feedback on the ease of use of the product in comparison to previous events management methods.

## 2016-2017 BMCC Student Technology Fee Plan

### PROJECT 35

<b>Project Name:</b>	BMCC Writing Center
<b>Expected Start Date:</b>	September 1, 2016
<b>Expected End Date:</b>	June 30, 2017
<b>Person Responsible:</b>	Franklin Winslow
<b>Proposed Budget:</b>	\$4,995 (\$899 x 5 Microsoft Surface Pro 4 12.3" = \$4,495 \$100 x 5 Microsoft Surface Pro 4 hardware accessories = \$500)

**Description of Project:** The BMCC Writing Center offers a variety of services that help students make their professional and personal writing more clear, concise, imaginative, and reflective. The Center guides students in all aspects of the writing process: from developing ideas to polishing final drafts for submission. The Center also assists students with writing for resumes, cover letters, scholarships and college transfer applications. Tutoring is offered on an appointment and drop-in basis, through E- Tutoring, and via the Online Tutoring Program.

**Rationale:** In April 2016, the BMCC Writing Center will join the BMCC Learning Resource Center in piloting a new digital database, TutorTrac. The Writing Center will use this software to capture and analyze student engagement and persistence statistics. Via this technology, the Writing Center plans to transition from a paper scheduler to an online schedule. Additionally, given the software's capabilities and/or limitations, the Center would like to explore transitioning its "Student Session Report" from paper to digital. The requested hardware will assist the Writing Center in supporting broader student access to service availabilities in person and online. Moreover, greater and more refined insight to student participation and persistence will be gained if future Student Session Reports can be digitized.

The use of technology will benefit students by reducing the amount of time it takes to sign in for a session and allowing students to set up appointments form anywhere via the online TutorTrak system.

**New or Continuing Project?** New project to address an ongoing need that was formerly processed on paper.

**How will the Project be Assessed?** Survey of participating tutors. Survey of participating students.