**Materials, Services, Facilities and Technology Fee
Fiscal Year 2015-2016 Budget Request Form***

DUE: Friday, January 9, 2015 @ 5:00 P.M.
Please return completed requests via email to gina.matibag@csuci.edu

If you have questions about this form, please contact Gina Matibag at (805) 437-3320
For additional information please consult the MSFT web page.

Project or Activity Title: Headphones for Postbac Students

Name of organization requesting funds: EU/SOE   Date: 1-05-14

Requestor: Wendy Olson   Contact Phone Number: (805) 437-8553
E-mail:wendy.olson@csuci.edu

Amount of MSFT Funding Requested: $1000

Date Funding Needed by: 5-01-15

Will you receive funds from any other source(s)?   YES   NO X
*If yes, please detail amount requesting from other source(s) as well as your total request for
fiscal year 2014-2015 (including request from MSFT).*

Has this project or activity previously received MSFT funding? No
If yes, please attach copy of report

Please describe how the use of MSFT funds for this project or activity will benefit the CI
student body.

Please provide the following in your application. You may attach additional pages and
materials (applicants may be requested to meet with the committee to discuss proposals):

1. **Brief Project Description.** Describe the project and its benefits to the educational or co-
   curricular experience of students at CI. Please provide specific information about how
   MSFT funds will be used and their impact on the campus. Please describe how this
   project benefits CI students? Please describe items and provide justification if your
   request includes the purchase of computers, equipment, furniture or other materials.
   Please provide a timeline for implementation of the proposed project. If physical
   improvements are requested please describe need, scope and impact of work to be

completed. If the project includes provision of services please indicate the type of service, personnel costs and level or quantity of service to be provided with project funds.

Description of the Project:

The School of Education and Graduate Studies Center will be preparing to assist students getting ready for the new CODEL (Collaborative Online Doctorate in Educational Leadership) program. There are many activities and services planned for supporting prospective students' skill development as online learners during the 2015-16 year.

Most of the core and specialization courses in the CODEL program will take place online. During the academic year, the CODEL program will be a virtual campus experience of interactive classes, delivered online and incorporating the latest technologies for on-line learning. Courses will be offered using the Blackboard online platform with enhanced features. The courses will use a balance of synchronous and asynchronous tools available in Blackboard, in addition to email, videoconference, teleconference, and other technology as appropriate (e.g., Skype, Google Hangout, GoogleDocs).

With that stated, many postbac students will need access to headset equipment that will assist them with on-line communication with their peers and faculty members, in various settings and learning environments.
This Proposal requests funds for the purchase of 30 headsets to be used by students entering the CODEL program and any other postbac students that need access to headsets for their on-line CI courses during the school year.

Benefits:
Prior to getting future CODEL students into the EdLeadership content courses online, having this kind of equipment on hand will not only help future CODEL students with preparatory tool/tech learning experiences, but will assist many postbac students who may need to check-out or use the equipment and services in the Graduate Center for their on-line course support. It is our goal at the center to provide this equipment to students who may not have access or afford to purchase items like these for use in their on-line coursework.

Timeline for Implementation: We would like to have this equipment available to our students by the end of the Spring 2015 semester.

2. **Project/Activity Budget.** Please enclose a complete detailed budget of the entire project. Indicate (in **bold**) specific items of requested MSFT funding including (where applicable) a schedule and priority of project items to be considered if the project is funded at a reduced level. Were other, less costly, approaches considered when preparing the budget for the project? Are there elements that could be eliminated or deferred if funding is not available for the entire project?
   a. Please see attached estimate from Amazon.Com Marketplace

3. **Project Assessment.** Describe how the effectiveness of the project will be assessed and measures that will be used to determine if it has attained its objectives. Please note a report will be due at the end of the semester (or fiscal year for annual projects). If funded, how will the project acknowledge the use of student funds so that students are aware that their student fees made (or helped to make) it possible? If appropriate, indicate how the project or activity promotes sustainability at CI.
   a. Equipment is entered into a computer system at the Graduate Studies Center (GSC) for check-out purposes. Reports are generated from the computerized check-out system and can be manipulated by field information such as Program, Date in/out, Reason for check-out, etc..

4. **Sources of Project Support.** Please list the other sources of funding, and additional support for the activity. If this project or activity has been conducted previously please indicate how it was funded. Please explain if MSFT is the only source of support for the project.
   a. MSFT is the only source of support for this project.

Fiscal Management: Project sponsor's unit or department may be responsible for incurred over and above what is funded through the MSFT. If support is requested for costs beyond initial award, or for use on activities or materials not included in approved proposals, the project sponsor must seek approval from the MSFT committee. The project sponsor will be responsible for managing purchases and transfers of funds related to approved projects.

Please review MSFT web page for information about the fund and its objectives before submitting your application.

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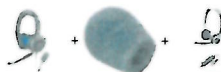- Fast Mic Mute quickly mutes microphone when boom is raised

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