

Title: Laptops for Online Testing Date: January 9, 2020
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Department/College/Org: Office of Disability Services/Student Affairs

2. Abstract (250 words or less)

Presently, there are approximately 1,057 students registered with the Office of Disability Services as of December 2019. Funding of this STEP Proposal will assure that the UL Lafayette Office of Disability Services will be able to provide the necessary equipment to allow for online testing for students with disability accommodations. This proposal meets requirements of both access and support initiatives.

STEP PROPOSAL

3. Description

A. Purpose of grant and impact to the student body as a whole

The Americans with Disabilities Act (ADA) of 1990 mandated that all university courses, lab, activities, buildings, etc. be accessible to students with disabilities. Students with disabilities comprise approximately 5% of the total number of students in the university. In order to impact the student body as a whole, students with disabilities must have adaptive equipment to assist in testing situations and academic needs.

The number of students registered with ODS has **increased by 80% in the last five years**. A big part of what we do at ODS is administer exams with extended testing time and in an environment with reduced distractions. Approximately 95% of students registered with ODS are approved for extended testing time and testing in a reduced distraction environment. More and more faculty are administering exams via the internet (Moodle, Connect, Top Hat etc.) therefore the ODS testing center must provide the equipment needed for students to take online exams. This presents a problem during final exam week (and other high volume testing times) during each semester.

Final Exam Week:

During the Fall 2018 semester, ODS moved its base of operations to the Student Union ballroom during final exam week. Due to the increased number of students requiring extended testing time and other testing accommodations, ODS was no longer able to provide final exam testing in Agnes Edwards Hall. Moving the office to the Student Union ballroom afforded us the opportunity to have most of our students in one central location which freed up staff to provide proctoring and effective management over the operation. As the student union currently has no STEP lab, ODS set up a make-shift computer lab in the Teche room of the union to provide testing for online exams. We are currently transporting computers from our ODS STEP lab to the Teche room in the union during final exam week. Having the necessary laptops needed to provide these exams will mean we can easily set up the Teche room for moodle (and other online) exams. We can also set up laptops along the rear wall of the ballroom to allow students taking online exams to sit with the general population, which helps our staff with management of the operation.

The following chart lists the equipment needed. Please note information on computers was obtained through the purchasing office link on the UL website, however, the most up to date version is requested.

Computer Lab	Supplies/Equipment Needed
Office of Disability Services 126 Agnes Edwards Hall	8 Standard Laptops Dell Latitude 5000 Series Dell Computers \$8,200 10 laptop cases \$450 1 docking station \$165
	\$ 8,815.00

B. Projected Lifetime of the Enhancement

It is projected the laptops would need to be replaced in approximately 5 years or so.

C. Person(s) Responsible for:

- i. Implementation: Dr. Carol Landry
- ii. Installation: I.T. Tech Support Supervisor, Computing Support Services
- iii. Maintenance: The ODS laptops will be maintained primarily by the ODS Adaptive Technology Coordinator with support from Computing Support Services staff.
- iv. Operation: The ODS Adaptive Technology Coordinator will supervise the operation of equipment.
- v. Training: The ODS Adaptive Technology Coordinator will provide training to students in need of operating equipment.

D. Description of each budgeted category in budget proposal

Below is a list and description of the equipment/supplies needed for the Office of Disability Services.

10 Dell Latitude 5000 series laptops, 10 laptop cases, 1 docking station.

4. Budget Proposal

Length of Implementation 1 (one) semester Fall 2019

1. Equipment:

8 Dell Latitude 5000 series laptops:	\$8,200
10 laptop cases	\$450
1 docking station	\$165

Total \$8,815.00

5. Timeline for project implementation schedule

The timeline for this STEP grants will begin on the date funds are awarded.

 Within one month of award:

 Prepare equipment specifications and purchase requisitions

 Submission of purchase requisitions

 Within 2 months of award

 Equipment and supplies will be delivered

 Equipment installation on appropriate computers

6. Relevant Information

About the Submitter:

Dr. Carol Landry has been employed with the University of Louisiana at Lafayette for twenty-three years. The past 14 years have been as the Director of Office of Disability Services (formerly Services for Students with Disabilities). Her responsibilities include

providing accommodations and services to students with disabilities. Dr. Landry has a Masters degree in Counseling and is a Licensed Professional Counselor. She also has a Doctorate in Higher Education Administration.

7. Previously Funded STEP Proposal

The last STEP grant requested and approved by Dr. Carol Landry occurred in 2017 and was entitled Standardization of Disability Services Computer Lab.