

UNIVERSITY of **HOUSTON**

Learning and Assessment Services

Base Augmentation Request

Fiscal Year 2010 - 2011

Learning and Assessment Services

Base Augmentation Request

2010-2011

Increase in administrative charge	\$1,420
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UNIVERSITY of **HOUSTON**

Learning and Assessment Services

One Time Request

Fiscal Year 2010 - 2011

Learning and Assessment Services

One-Time Request

2010-2011

No	Item	Amount	Note
1.	Networking Repair Recommendations Second Floor of Student Services	\$ 22,882.00	Attachment 1
2.	Security Surveillance Equipment Testing Lab	\$ 13,222.00	Attachment 2
TOTAL ONE-TIME REQUEST		\$ 36,104.00	

Learning and Assessment Services

Networking Repair Recommendations, One Time Request – FY11

Overview:

Currently the networking equipment and wiring which supports all communications (telephone, fax, and networking for all server and computer equipment) throughout the second floor of the Student Service Center 1 building is in urgent need of repair. Upon submittal of a work order requested by Learning and Assessment Services we were informed by the university contractor for networking services (Network Cabling Services) that they would be unable to fulfill our work order until the telecom closet was in proper working order. Learning and Assessment Services was approached by UH IT – Communication Services (ITCS) to coordinate the repair and/or to move the closet to an alternate location on the second floor to better suit the needs of the existing networking infrastructure.

- In the current state of the networking closet we are unable to add phone lines, network lines, or make updates of any type to the infrastructure that is in place. Network Cabling Services stated that it will not touch anything on the second floor until the closet is properly maintained.
- The existing network and phone equipment/wiring is located in the air conditioning closet. Due to the nature of the equipment in question, this is not the most suitable location for electronic equipment as at times can be cold or warm, and can also be very dry or very humid.
- The network equipment (network switches) are not properly mounted. If the switches were to fall or be knocked off of the shelf that they are resting on, or the network cabling that is holding them up breaks, the network and phone systems on the second floor would become inoperable.
- No existing cable management system currently in place.

Recommendations Provided by UH ITCS for Repair:

- After an assessment of the networking closet and building by UH ITCS, it was suggested to Learning and Assessment Services that the existing networking closet be relocated from the air conditioning closet to closet 210f, which is located approximately 15 feet from its current location.
- Due to the direction that the closet will be moved, all wiring in the opposite direction of the move (all wiring in Counseling and Psychological Services) will need to be completely rewired. In addition to this, it would be beneficial, because all of the wiring would already need to be replaced, to update the data jacks to current standards and install phone/data ports in rooms where there is not any existing wiring.
- Relocate all other existing phone & network wiring on the second floor (everything else that is not in CAPS).
- To accommodate the new closet the fiber optic riser must be relocated.
- Update network cables and install new data jacks in rooms 210, 210D, 206, 206C, and 206D

Estimate:

Estimate			
	Description	#	Unit Price
1	New Networking Closet	1	\$2,414.32
2	Counseling and Psychological Services Office Phone & Network Wiring/Data Jacks	1	\$8,726.47
3	Relocation of All Other Existing Phone & Network Wiring	1	\$4,947.90
4	Existing Fiber Optic Relocation	1	\$1,071.76
5	UHIT 5% Administrative Fee	1	\$858.02
Subtotal			\$18,018.47
6	Update and Install New Network Cables and Jacks	1	\$3,267.12
7	UH Administration & Finance Fee 7.5%	1	\$1,596.42
Total			\$22,882.01

Attachment 2

Learning and Assessment Services – University Testing Services

Security – Video Surveillance Equipment, One Time Request – FY11

Purpose:

In addition to overall security benefits of video surveillance within testing center labs, this video equipment will allow for the administration of additional test options for students; including placement and test credit which require video surveillance.

- No existing video surveillance equipment is installed in UTS Lab 2 and 3.
- The video surveillance equipment will allow University Testing Services to offer more thorough proctoring services for computer based testing.
- Allows test proctors to be more effective without the need to physically walk in and out of the room.
- Effectively monitor 2 labs (27 testing stations) from a single location.
- Recorded video will have the ability to be saved and/or reviewed for a later date. The system will be scheduled to purge all video that has not been marked for review.

Estimate:

Estimate			
	Description	#	Unit Price
1	Materials	1	\$8,640.69
2	Labor	1	\$3,658.50
3	UH Administration & Finance Fee 7.5%	1	\$922.44
Total			\$13,221.63

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Learning and Assessment Services

Base Augmentation Request

Fiscal Year 2011 - 2012

Learning and Assessment Services

Base Augmentation Request

2011-2012

Learning and Assessment Services continues to be challenged with an increasing demand to provide a wide variety of services to the various constituents on the UH campus. As UH enrollment increases so does the demand for the services we offer in particular those that involve statistical analysis of the data. Some of the areas where our expertise and experience are sought out are in the following major categories:

1) Testing:

The expertise of the LAS staff to research, and recommend alternatives for assessment instruments on behalf of students continues to grow. The staff is requested to identify assessments that can be used for student placement or awarding of course credit. We continue to identify tests that can be used by students to meet their Foreign Language Requirement, by suggesting recommendations to academic departments for the appropriate placement and awarding of course credit. As well as implementing a process to assist students. Staff research the appropriate test scores that should be recommended for placement and awarding of Course Credit. The more alternatives we can identify and implement the greater the number of opportunities for students in meeting their degree requirements.

2) Test Course Credit Evaluation

The Credit by Exam Program greatly benefits students, because students can earn course credit which they can utilize to meet their degree requirements and graduate as anticipated in a timely manner.

Through the years the number and volume of students requesting course credit through the Advanced Placement (AP), International Baccalaureate (IB), College Level Entrance Program (CLEP) and other credit by exam alternatives has increased. We currently evaluate and process test course credit for more than 100 courses that students can use to meet their core requirements and other degree requirements. The Credit by Exam Program requires staff to research best practices and alternatives at other universities to award course credit based on AP, IB, etc. In consultation and collaboration with the academic departments' recommendations to award credit is adopted.

3) Faculty Make-Up exams

Students have an option to have their make-up exams proctored as authorized by their instructor at the Testing Center. . For the academic year FY10, 179 tests were proctored The Testing Center has the capability of generating test items and delivering the test in the Testing Computer Labs. There is no charge to the students. We hope that this service will continue to be used by more faculty as needed to accommodate the student and faculty needs. We are observing an increase in the number of such requests.

4) Faculty/Course Evaluations

LAS assists the departments and colleges in the design of the questionnaires and preparation of the packets for the paper based administration. A web based delivery option is also available. We would like for the reports that are generated to be utilized by students, faculty, and departments. As such, user-friendly customized reports per the department requests are analyzed, compiled and reported. In addition copies of the faculty/course evaluation reports are submitted by us to the Library. In this area we want to have the capability to provide more detailed reports to individual faculty members as requested, which in turn benefits the student. As our enrollment increases so does the volume of this activity.

5) Reports

LAS takes pride in not just generating aggregate numbers for the numerous sets of data we work with, but, in consultation with our partners. we analyze the data such that it will provide actionable items. One example is departments can request the aggregate student responses from the surveys by area, and or topics. This additional analysis and breakdown of the data requires time and resources.

6) Surveys

LAS designs and administers surveys on behalf of many of our partners to include Residential Life and Housing, Transfer Advising Program, Colleges and Departments. The surveys could be for graduating students (Exit Survey), program service satisfaction, and departmental assessment. LAS provides consultation in the design, administration, data analysis report preparation, and dissemination of results. This benefits the UH community since we are able to collect customer perceptions and identify areas for improvement. The charge is minimal for this service and the intent is to encourage such data collection to improve the UH experience for students.

7) Web-Based Systems

LAS has been a leader in developing an online voting system that is used for the Student Government Association election, staff council election and other polling activities. In addition we have the capability to generate online surveys per groupings i.e. undergraduate, graduate, etc. We provide an efficient and cost effective mechanism to collect data. Our web based online system is quite sophisticated and therefore there is a demand for these services.

In summary to maintain the integrity of our data analysis and our growing level of service we are requesting a statistical analyst to meet the demand and increase the utility of our reports.

I)	Request for a Statistical Analyst:	
	Salary:	\$42,000
	Benefits:	\$12,600
	Admin Charge:	\$4,095
	Sub Total:	\$58,695
II)	Base Augmentation request:	\$1,592
	TOTAL BASE AUGMENTATION REQUEST:	\$60, 287