

Appendix B
CSUSB Proposal

CSUSB-HOSTED SYSTEM-WIDE E-TEXT DATABASE

A Proposal for Hosting Alternative Media Database

Submitted:

The Foundation for California State University San Bernardino on
Behalf of

Laurie Flynn, Director
Services to Students with Disabilities
CSUSB

And

Mike Ross, Director
Academic Computing and Media
CSUSB

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California State University, San Bernardino Hosted System-Wide E-Text Database

California State University, San Bernardino (CSUSB), is one of 23 campuses in the largest public higher education system in the nation. It is located in the “Inland Empire,” a dual-county area located some 70 miles east of Los Angeles. The service area encompasses 27,400 square miles. The Inland Empire population has a combined population of over 3 million people including a significant number of individuals with disabilities.

Chartered in 1960 and opened in 1965, CSUSB has grown from a small liberal arts college of 300 students to a multi-disciplinary university with a variety of baccalaureate and graduate programs. Current enrollment is over 15,000 with a projected enrollment of 20,000 by the year 2010. In its 35th year, the university now offers 41 baccalaureate degrees, 15 public school credential programs, and 20 master’s degrees. The student population reflects the diversity of the service area, with the largest representation being Hispanic (29%), making the University a Hispanic Serving Institution (HSI). Other diverse groups include African-American (10%), Individuals with Disabilities (5%), Asian (4%), and Native American (1%).

The mission of CSUSB is to enhance the intellectual, cultural, and personal development of its students. Serving one of the fastest growing regions in the nation, the university seeks to serve the educational needs of the region and the state by offering a wide range of academic programs and support services. The overall goal is to prepare students to assume leadership roles in the 21st century. Historically, individuals with disabilities have been under represented in such roles.

The mission of Academic Computing and Media (ACM) is to offer instructional support to the campus and community by providing services that facilitate learning through technology. The Assistive Computing Resource Center (ACRC), housed in the ACM, maintains the University’s compliance with web accessibility guidelines. It also provides assistive technology services to serve the needs of the University’s disabled population.

Services to Students with Disabilities (SSD), provides accommodations for more than 700 disabled students. SSD supports a variety of campus activities, promoting awareness and access for students, staff, faculty and members of the community.

At CSUSB, there is a unique opportunity to enhance access for individuals with disabilities. Academic Computing and Media and the SSD are collaborating to develop a web-based e-text resource database to not only benefit CSUSB but also the entire CSU system. The cooperation between these two University service entities has and will continue to provide the university system with an extensive resource of services, information and a staff that will assist students to fully realize and attain their academic and personal potential.

Database Development Staff

The Web Master, Evans Kahuthu, (ITC, Career Level) \$22.59/hr, will be developing the database and he is a permanent employee. This position has a student assistant to aide in handling other responsibilities. Here are the Web Master position's qualifications:

1. Ability to analyze data requirements and research data availability and access methods.
2. Consultative skills to assess user needs and provide appropriate support.
3. Ability to integrate multiple applications and/or systems.
4. Ability to incorporate database management software, such as MS Access, MS SQL Server 7.0, into ASP applications using ActiveX Data Objects (ADO).
5. An understanding of cascading style sheets.
6. Good communication skills in working with users to interpret needs and provide appropriate solutions.
7. Knowledge and ability in the full cycle development process of a series of web pages along with a working knowledge of website information architecture design, web server administration and web base database application development.
8. Experience in administering Internet information server for NT and Windows 2000.
9. Experience in developing web pages that meet the 508 and W3C's guidelines for

ADA compliance.

10. Experience with HTML page editing tools such as Homesite, Dreamweaver, and FrontPage.
11. Familiarity with Adobe Photoshop, Flash, Fireworks, and other graphic production software.
12. Knowledge of data administration principles and techniques.
13. Knowledge of information technology systems and/or applications, including campus wide systems and multimedia environments, access procedures, networks, and/or databases.
14. Knowledge of network administration.
15. Ability to coordinate and implement data exchanges and conversations.
16. Knowledge of statistical and/or research databases.
17. Knowledge of training theory and practices demonstrated by an ability to develop and deliver technical training and user documentation.
18. A strong background in client-side scripting methodologies using JavaScript.
19. A proficiency in using standard software packages.
20. 2 years minimum experience in creating, designing, and maintaining web pages.

Web Based Front-End Development Staff

Tom Ruvolo, Graphics/Multimedia (ITC, Career Level) \$27.51/hr, will be developing the web based front end and he is a permanent employee. He has a student assistant and there is another Graphics/Multimedia person to handle current projects. Below are the job's qualifications:

1. Possesses a Masters in Fine Arts.
2. A comprehensive knowledge and ability to create interactive multimedia programs, nonlinear video and web pages that incorporate graphics, video, photography and sound.
3. Ability to evaluate and interpret the client's needs and provide appropriate resources or support in the clients use of graphics and multimedia.
4. Ability to design 2D and 3D graphics to be used in multimedia projects, video productions, computer animations, web pages, publications, posters, and signage is required.

5. Knowledge and ability to assist faculty to develop and create graphics, multimedia, video and presentation projects.
6. Ability to participate as a team member on projects sponsored by the multimedia team and to serve as team leader on multimedia projects to coordinate all media and technical elements is necessary.
7. Ability to perform system, database, and network maintenance tasks and to use standard software packages along with a basic knowledge of database systems, operating systems, and communication interface programs are required.
8. Interpersonal and communication skills to interpret needs and provide technology solutions.
9. A general knowledge of operating systems, applications and hardware for problem identification analysis along with a comprehensive knowledge of Adobe Pagemaker, Macromedia Freehand, Adobe Premier, and a Web authoring programs such as Macromedia Dreamweaver.
10. A knowledge of copyright laws and industry standards along with a knowledge and ability to apply instructional design theories and methodologies.

Beta Test Demonstration

Staff has been identified, have met and have reviewed the guidelines of this project. They have all agreed to dedicate time towards completion, while covering other duties as well. Currently this database is in development and will be in test by October 10, 2003 and ready for demonstration by October 15, 2003.

Primary Contact Person

Laurie Flynn, Director, Services to Students with Disabilities will maintain budget control of this account. She is familiar with working the Foundation for CSUSB and has extensive background in grant budget allocations.

Distribution of Project Money

Grant funds will be distributed through a Foundation for CSUSB account. The Foundation is the 501 (C)(3) fiscal auxiliary of the University charged with administering

all externally funded grants and contracts. A minimum of two individuals will be identified on the signature card to ensure accounts can be managed as needed. A report on funding distribution will be provided to the statewide directors.

Project Training

ACM and SSD staff will provide training at the upcoming statewide Directors meeting and will be available to provide additional training as needed to ensure all campuses are able to access and utilize the system. We will be prepared to offer interactive training for both the north and south parts of the State, utilizing all available resources and computer laboratories to accommodate the largest possible number of individuals.

Compliance to Section 508 and WAI Level II Guidelines

Kevin Price, CSUSB's Assistive Technology Coordinator, (ITC, Career Level), will evaluate the project according to CSUSB's ADA Web Page Accessibility Policy (<http://policies.csusb.edu>), using web accessibility evaluation tools.

Additional resources CSUSB will commit to this project

CSUSB has an LDAP Server for network security.

Hardware:

Dell Server - \$5,000

Software: (education pricing)

Bobby Web Accessibility XM - \$5000.00

Homesite - \$25.00

Dreamweaver - \$95.00

Photoshop - \$269.00

SQL Server - \$1059.00

Personnel Contributions

A. ACM Category

1. The Web Master, Evans Kahuthu, (ITC, Career Level) \$22.59/hr, will be developing the database and he is a permanent employee.
2. Tom Ruvolo, Graphics/Multimedia (ITC, Career Level) \$27.51/hr will be developing the web based front end and he is a permanent employee.
3. Kevin Price, assistive technology coordinator, \$28.88/hour will be monitoring ADA compliance throughout the duration of the project
4. Mike Ross, director of ACM, \$36.77/hr will provide supervision for above-mentioned staff.

B. SSD Category

1. Laurie Flynn, Director of SSD, \$32.21/hour will be project director overseeing all activities related to the successful completion
2. Davena Peters, Support Services professional II, \$14.96/hr, will coordinate data collection.
3. Rosa Padilla, Student Assistant, \$7.50/hr, will provide data entry support services

BUDGET

BUDGET ESTIMATE FOR CSU ALTERNATIVE MEDIA DATABASE

	Requested
A Personnel	
a. Salaries and Wages	
1 Project Manager	
Name: Laurie Flynn Director - Services to Students with Disabilities	
Supervision of student assistant: 5 hours/week x 5 weeks @ \$30/hr	\$ 750
2 Student Assistant: 100 hours @ \$15/hour	\$ 1,500
Total Salaries and Wages	\$ 2,250
b. Fringe Benefits	
Rate for project manager: 13.11%	\$ 98
Rate for Students: 5.46%	\$ 82
Total Fringe benefits	\$ 180

Total Salaries, wages and Fringe Benefits	\$	2,430
B Travel		
1 For training for one instructor and participant- [2] 1-day sessions	\$	2,500
2 Travel and conference fees in 2004 CATS + one additional conference	\$	3,000
	Total Travel	\$ 5,500
C Other Costs		
Software to build database	\$	2,000
	Total Other Costs	\$ 2,000
TOTAL AMOUNT REQUESTED	\$	9,750

September 11 2003

Dear Ms Cheng;

Academic Computing and Media (ACM) and Services to Students with Disabilities (SSD) at Cal State San Bernardino are committed to their established relationship incorporating the expert technological side of our campus with that of our disabled student population. Not only does CSUSB have the resources, but also the commitment from its experienced and dedicated staff to accomplish the web-based e-text database in a timely manner.

ACM has an onsite Webmaster, Graphic Designer, Multimedia Production staff, Student Technological Support personnel, and an in-house Assistive Computing Resource Center; SSD, serving 700 students, has a committed staff with expertise in a variety of disability

issues, and is already involved in e-text production and related data collection. Our departments work in partnership to assist the CSU system and are firmly committed to meet the time frame of this project.

Laurie Flynn, MA, C.R.C.
Director, Services to Students with Disabilities
Media
California State University, San Bernardino
Bernardino
(909) 880-5238
(909) 880-7230 TDD
(909) 880-7090 FAX
Email: lflynn@csusb.edu
<http://enrollement.csusb.edu>

Michael Ross
Director, Academic Computing and
California State University, San
(909) 880-5069
Email: mross@csusb.edu