

2012

Chattanooga State Community College

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IPAD IMPLEMENTATION MANUAL

Chattanooga State Academic Affairs and Computer Services partnership with the TBR eLearning and Mobilization, provides student, faculty and staff access to mobile technologies designed to expand traditional learning environments, engage students, increase learning and improve retention.

This document describes the iPad initiative funded with technology access fees to integrate the use of iPads into classroom instruction.

Description of Initiative

As part of the college mobilization directive and commitment to TBR eLearning and Mobilization Strategic Plan (see Appendix) the decision was made, with the support of the president, Dr. James Catanzaro to purchase 100 iPads for classroom instruction. A committee (Greg Jackson, Donna Seagle, Nora Burke) met with the Vice President of Technology, Jim Barrott and the Provost, Fannie Hewlett to make decisions concerning the implementation.

Use of college owned iPads require the recipient accept and follow the TBR Acceptable Use Policy - <http://www.tbr.edu/policies/default.aspx?id=4862>

iPads will be purchased with the following specifications

- a. The college will purchase the latest model available.
 - b. 16 GB model with Wi-Fi without an extended warranty or accidental damage insurance (an initial 20 iPads were purchased with accidental damage insurance, the remainder will be purchased with above specifications)
 - c. Purchasing cases will be the responsibility of the department or will be a personal purchase by the person using the iPad. This will allow the iPad user to make a personal choice regarding case style and functionality. (TLA pilot group suggested that cases were individual and most did not use the cases purchased by TLA for them.)
 - d. No extended warranty will be purchased by the college. The person using the iPad will assume responsibility for its return to the college in working condition if the decision is made to relinquish it or employment with the college terminates. It is strongly advised that anyone who decides to accept the equipment either purchase an insurance policy or check with their homeowners' policy for coverage. Current replacement cost for an iPad is \$479 (10/10/2012). Repair costs are dependent on parts and labor at the time of the repair. The authorized repair depot is MacAuthority.
- II. Purchasing Apps
- a. Process
 - i. Form requesting app purchase is submitted to Computer Services (provided in this document)
 - ii. Apps are purchased through Volume Purchasing Plan
 - iii. Mobile Management tool is used to push apps to iPad
 - iv. Journal entry is made to move the funds from requesting department's org code to computer services org code to cover cost
 - b. When possible, purchases will be aggregated to take advantage of volume purchasing

- c. It is permissible to purchase and install apps for personal use on the iPad. When the iPad is returned to the college, personally owned apps will be removed from the iPad. APPs will be retained by the faculty member through their personal iTunes account.
 - d. Departmental App purchases will be installed through a mobile device management tool.
 - e. It is requested that individuals personally purchase the occasional inexpensive app for trial purposes.
 - f. TBR eLearning and Mobilization (Dr. Robbie Kendall-Melton) provides a method for obtaining more expensive trial apps for academic use. That process will be handled by Donna Seagle.
- III. Mobile Device Management Tool and Device Deployment
- a. All iPads provided as part of this implementation will have a mobile management client installed. Final determination on which management tool to use has not been made. Until evaluations are complete and a decision is made, Meraki will be used on a trial basis.
 - b. Apple Configurator will be used for initial setup for iPads to prepare them for deployment.
- IV. Classroom Use with Projectors – iPads can be used two ways with classroom projectors. Content from the iPad can be displayed (mirrored) through the projector or the iPad can be used to control the PC so the instructor can move about in the classroom instead of standing at the podium.
- a. An undetermined number of VGA adapters will be purchased with TAF to use in classrooms to connect the iPad to the projector for mirroring. If the adapter is removed from the classroom, departmental funds will be used to replace it.
 - b. Existing smart classrooms will be evaluated to determine if VGA adapters will work in the rooms. The older equipped classrooms do not have VGA connectors with an audio cable.
 - c. Existing smart classrooms will be upgraded over time. Use of the iPad in the classroom will not be the sole determining factor for revising the audio/visual technology.
 - d. Alternate wireless methods of connecting the iPad to the projector for PC control and mirroring will be explored as the technology matures.
- V. Process for iPad Distribution (See appendix for documents)
- a. Teaching and Learning Academy (TLA) will send out an RFP
 - b. iPad proposals will be accepted and reviewed by TLA
 - c. iPads will be entered in Computer Services data base, the library checkout system and the mobile management system
 - d. Each recipient will attend a training session provided by TLA
 - e. iPads will be checked out through the library after each training session
 - f. faculty professional development opportunities for iPads will be provided by TLA
 - g. iPad setup (initial cloning) will be provided by Computer Services
 - h. iPad backup and individual app installation is the responsibility of the user

VI. Process for Project Evaluation

- a. iPad recipients will provide project outcomes/SLOs data to Institutional Research to be used for accreditation and reaccreditation purposes.
- b. IPAD recipients are required to write or co-author one article for the “APP -titude” section of the Media Services newsletter.
- c. Donna Seagle, Director of Education Technology and Design will report to ChSCC IR and TBR eLearning and Mobilization results of the initiative

Appendix

“Call for Faculty iPad Proposals”

App Request Purchase Form

Guidelines for MOBILIZATION PROJECT: iPad Distribution Qualifications and Responsibilities

Faculty Proposal Form

Call for Proposals – ChSCC eLearning & Mobilization Project

ChSCC has made the following commitment to Dr. Robbie Kendall-Melton's TBR eLearning and Mobilization project:

In order to maximize the potential of mobile technology resources, Chattanooga State plans to incorporate mobile learning into course design, connectivity into student services and collaboration throughout our campus and stakeholder communities. We understand and accept the challenges we face as we create more collaborative, immersive, challenging, and interactive learning environments; however, we are determined to continue to be leaders in technology."

To fulfill this commitment, Academic Affairs and Computer Services plan to distribute, throughout the fall semester, approximately 80 iPads to faculty members.

To qualify, faculty members must electronically submit a written proposal to the Teaching and Learning Advisory Board. The board will review each proposal and make iPad distribution decisions. The guidelines for the written proposal and proposal form are attached to this email. Proposals should be submitted electronically to the TLA chair by September 21, 2012. Faculty who receive an IPAD may choose to keep it throughout her or his employment or return it as they wish.

There will be several workshops to assist with the proposal process. These workshops aren't required. The workshops will explore ways to integrate Apps into your teaching in order to increase student engagement and meaningfully articulate the impact of your project on student learning outcomes.

<p>iPad Proposal Workshop When: Thursday, September 13 at 2:00pm Where: OMNI B-112</p>	<p>iPad Proposal Workshop When: Friday, September 14 at 9:00pm Where: OMNI B-112</p>
<p>iPad Proposal Workshop When: Friday, September 14 at 1:30pm Where: OMNI B-112</p>	<p>iPad Proposal Workshop When: Monday, September 17 at 3:00pm Where: OMNI B-112</p>
<p>iPad Proposal Workshop When: Tuesday, September 18 at 12:00 Where: OMNI B-112</p>	<p>Snacks will be provided.</p> 

Please RSVP to donna_seagle@chattanoogastate.edu with time and date of workshop attendance.



Name of Person Requesting App:	
Chattanooga State Tag # of iPad for App installation:	
Org Code to Charge:	
Phone Number:	
Chattanooga State email address: (App install code will be sent to email address)	

To be filled out by requestor

QUANTITY	TITLE	DESCRIPTION (BE SPECIFIC)	UNIT PRICE	TOTAL
			TOTAL	

Authorized by Dean/VP Signature Here	
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To be filled out by Computer Services

VOUCHER PO #	REQUISITIONER	DATE EMAILED	EMAILED BY

Guidelines for MOBILIZATION PROJECT: iPad Distribution Qualifications and Responsibilities

- All full-time faculty are eligible for the iPad awards.
- All projects involving publication and development of technological applications or software must comply with rules set forth by the Patents and Copyrights Faculty Senate Committee.
- All applicants must fill out an application form and write a proposal no longer than one single-spaced page with a heading including his or her name, e-mail address, office location, and phone extension as well as a title indicating the nature of the project.
- An application and proposal should include the following:
 - Description of the project
 - Objectives of the project
 - Value of this project to the institution – Strategic Plan
 - Explicit connections to particular institution, division, and/or faculty goals
- Statement of agreement to provide project outcomes/SLOs data to Institutional Research to be used for accreditation and reaccreditation purposes.
- Statement of willingness to write an article (APP review, pedagogical use, experience with the iPad, your choice,) for the TLA/Computer Services wiki or create an on-line instruction segment which can be shared on YouTube or e-learn.

Mobilization and TLA Advisory Board Responsibilities

- Advisory board members who submit proposals must remove themselves from the iPad proposal review committee in order to avoid any conflict of interest.
- The board will review for consideration all proposals submitted in a timely manner. The applicant(s) may be contacted by the advisory boards if further information is required.
- Applicant(s) will be notified via e-mail or in written form regarding the committee's decision to approve/disapprove.
- Upon awarding an iPad, the advisory board chairs committee will notify, in writing, the College President, the Faculty Senate President, and the respective dean(s).

Recipients' Responsibilities

- Recipients will be asked to sign a Computer Services inventory sheet upon receipt of the iPad.
- The recipient will take full responsibility of the ChSCC iPad.
- iPad recipients will provide project outcomes/SLOs data to Institutional Research to be used for accreditation and reaccreditation purposes.
- iPad recipients are required to write or co-author one article for the "APP -titude" section of the Computer Services newsletter.
- Faculty may choose to keep iPad throughout his or her employment or return it. However, the iPad must be returned when the faculty member leaves the employment of Chattanooga State.

**Chattanooga State Mobilization Project
IPAD Distribution
Call for Proposals
AY 2012-2013**

Title of Proposal/Project _____

Applicant: _____

Applicant's position at Chattanooga State _____

Applicant's phone _____

Applicant's email _____@chattanoogastate.edu

Each application must include a completed copy of this form and a proposal containing the following information:

- Description of the project
- Objectives of the project
- Value of this project to the institution
- Connections to Strategic plan, department/division goals and/or individual goals

Contractual Agreements (Please read carefully.)

I, the undersigned applicant, agree to provide project outcomes/learning outcomes data to Institutional Research (Argos) to be used for accreditation and reaccreditation purposes.

I, the undersigned applicant, also agree to write an article (APP review, pedagogical use, experience with the iPad, your choice,) for the TLA/Computer Services wiki or create an on-line instruction segment which can be shared on YouTube or e-learn.

Signature of Applicant

Action of the Mobilization Advisory Board & TLA Advisory Board

Date Application Packet Received _____

Date Application Reviewed By Board _____

____ Approved for IPAD

____ Not Approved _____

Signatures of Advisory Board Chairs

Signature of Provost, Vice-President of Academic Affairs