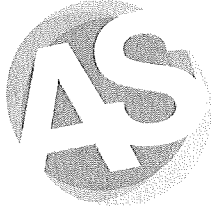


"Change in Assessment Tablets Project"



Proposed Motions: *I move to amend motion ASB-13-S-56 to allow for purchase of 2 additional tablets within the same budget.*

Sponsor: Hung Le, AS VP for Business & Operations.
Persons of Contact: Chris Miller (VU Tech Manager), Greg McBride (Asst. VU Dir)
Date: July 2013

Attached Document

Last year's tablet proposal as approved by the AS Board of Directors on June 11th, 2013
VU Tech. Committee Tablet Proposal

Background & Context

As described in the attached document, the purpose of buying tablets was to test them for assessment purposes. A peripheral use was to test their efficiency in meetings to eliminate bulky binders. A check out mechanism was to be created. That plan has been modified to greatly increase the utility of the \$1,600 granted by last year's Board of Directors. The prior motion passed unanimously, ASB-13-S-56 read:

"Purchase 3 Tablets for AS Assessment, not to exceed \$1600, from the AS Discretionary Reserve Dollars."

Summary of Proposal

This request arises from a great opportunity afforded by collaborating with Chris Miller (VU Tech) and Greg McBride (VU Operations). As an institution of higher education, the AS/VU is able to purchase Surface RTs at a steep discount. They provide the most functionality out of the 3 proposed tablets (Ipad, Nexus 7) because they are built around a full-scale operating system (Windows 8), rather than limited mobile operating systems (iOS, Android) . By striking the above motion of purchasing 3 different tablets for \$1,600, it is instead possible to purchase 5 Surface RTs for the roughly the same cost.

Fiscally

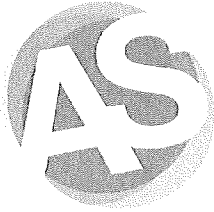
If the Associated Students purchases Surface RTs alongside the Viking Union's purchase, each Surface RT & keyboard would cost \$289. This is opposed to their retail costs of \$349 each and \$130 per keyboard. This difference equals a savings of \$190 per Surface RT or a value of \$2,395 purchased for \$1,500 (before tax).

Rationale

- 1) By working with the Viking Union staff, we can create a collaborative check out system that would benefit both the Viking Union and the Associated Students. This benefit would continue to be felt as the equipment inventory continues to grow and adapt to students' needs. Additionally, this would centralize the process in one location (The VU Administration Desk) which would make it accessible to both parties. This would eliminate the need for the AS VP Bus. Ops to create a check out mechanism independent of the Viking Union.
- 2) The cost savings are substantial; these RTs will be purchased at a steep discount. Furthermore, the RTs are a much more functional device than their counterparts. Also, the two additional tables allow for more frequent testing of this equipment in meetings and non-assessment related scenarios. All these factors combine to provide a great value to AS employees.
- 3) Purchasing the same equipment as the VU is beneficial because it creates a consistent equipment pool.

You may be wondering, why don't we just use the ones the VU is purchasing?

- That would not uphold the collaborative spirit that AS/VU has worked to build. (We're in it together!)
- The current plan for the VU's RTs is have them available for staff use.
- The 5 we purchase would be exclusive to our assessment processes and student employee check out.



Last Year's Tablet Proposal

Proposed Motions: Approve the purchase of 3 tablets, not to exceed \$1600, from the AS Discretionary Reserve Dollars.

Sponsor: Vice President for Business & Operations

Persons of Contact: VP Business & Operations, ASP Ast. Dir. For Marketing & Promotions

Date: June 2013

Attached Document

Electronic Assessment Analysis

Background & Context

Over the past two quarters, Cathy Dang (ASP Assistant Director for Marketing & Promotions) has been testing iPod Touches to fulfill ASP's Assessment/Evaluation responsibilities. They have used them with great success and resulted in increased participation, efficiency, and effectiveness. *See the attached document for more details.*

Summary of Proposal

The proposal is to pilot "Assessment Tablets" for the year 2013-2014. The goal of this proposal to evaluate improvement of data collection of the AS, while reducing paper consumption and overhead time associated with manual data input. Offices will be able to check out the devices and use them for business only.

This would be done by purchasing several different types of tablets varying in capability, platform, price range and size. The proposed devices are: Nexus 7(Android), Windows RT (Windows), Ipad Mini (Apple). These devices are well received and run on systems that are used by many students.

Summer: ASVP Business & Operations works with VU Tech Manager/Asst Director of VU Facilities to implement plan for an organization wide check out system and prep devices for such uses.

School year: Have a centralized checkout mechanism whereby offices may check out the devices for assessment purposes. Consult with VU Tech, Manager on integration of AS electronic systems.

End of Year: Assess success of pilot program and bring update to Board of Directors.

Fiscally

Nexus 7	\$200
Surface RT	500
Ipad Mini	329
Accompanying Accessories	300
Shipping (Estimate)	80
Tax (10%)	141
Total	\$1550

Rationale

The summer would be an ideal time to create the pilot plan as offices are not putting on programs during that time, The VP for Business and Operations has 4 years of experience from ATUS in checking out equipment for use. That experience will be used to create an accountable & sustainable checkout system. The tablets may also be used in meetings to test effectiveness in replacing written copies of documents.

AS/VU Tablets: Pilot Project for Microsoft Surface RT

Introduction

This summer Microsoft has made Surface RT tablets available to educational institutions for a highly discounted price. This presents an opportunity for the Viking Union and Associated Students to add mobile devices to its inventory with a minimal financial commitment. This pilot project will evaluate four Use Cases for mobile devices (tablets):

1. Viking Union dedicated staff tablets
2. Viking Union Staff check-out tablets
3. Associated Students Assessment tablets
4. Associated Students employee check-out tablets

The tablets have an expected lifespan of three years. The pilot project will last two years, at which point we will evaluate the four use cases and determine if we should budget for additional devices or the replacement of the pilot devices after their three-year expected lifespan ends.

Surface RT Tablets

The devices we chose for this pilot are Microsoft Surface RT tablets. There are two reasons for choosing these devices.

1. Microsoft is making Surface RT tablets available to institutions of higher education at a steeply discounted price, for a limited time.

	Tablet only	Tablet w/keyboard case
Standard Price	\$349	\$479
Ed. Discount	\$200	\$289

2. The Surface RT tablet runs on an ARM processor, which is optimized for mobile devices, and runs a version of Windows (RT) that is optimized for ARM processors and touch screens. Our initial evaluation of a Dell Latitude 10 tablet, which is based on an Atom processor and runs the full version of Windows 8 Professional, found the device lacking in performance and reliability. The Surface RTs are better-built for our intended use.

The Windows RT operating system provides some limitations; the devices will not have the full functionality of a desktop or laptop in our environment. The tablets will be capable of the following features:

- Limited Microsoft Office functionality (Word, Excel, Power Point, Outlook)
- Web browsing and most web-based applications (such as our internally developed applications)
- Remote Desktop access to a user's workstation while on campus
- Email (Microsoft Outlook and the Outlook Web Application)
- Camera/Video

The devices will not be able to do the following:

- Access the network file system (P drive, Q drive, etc.)
- Allow login with Western Universal Account
- Run Desktop Applications (except through Remote Desktop)
- Access Microsoft Lync (until Office 365 for staff is implemented, likely later this year)

The tablets had a battery life of 7.5 hours on a single charge under heavy testing; we conservatively estimate that they will last five hours under our conditions. A full charge from empty take approximately three hours.

Needs Assessment

After conducting an informal needs assessment with several staff members and discussing the project with the AS VP for Business and Operations, we concluded that the VU would need 9 tablets total; seven tablets will be assigned to specific users, and two will be available for check-out to all VU staff on a first-come, first-serve basis.

Staff Tablets:

- Kate
- Ted
- Jim
- Casey
- Greg
- Chris M.
- Nate

The AS will purchase 5 tablets. Programs will be able to reserve them in advance for assessment purposes, but any AS employee will be able check one out when it is available on a first-come, first-serve basis.

Budgetary Impact

We will fund this pilot with one-time funds; we will not allocate operational dollars to plan for their replacement or repair. When they break, they break. The conditions under which the devices fail will be part of our assessment of their usefulness to the organization. The AS will fund their five devices as a one-time allocation of reserve dollars, pending a board amendment to a previous allocation that has already been approved for piloting assessment tablets.

	Quantity	Total	Split with tax
AS	5	\$1,445	\$1,552.14
VU	9	\$2,601	\$2,793.86
Shipping (est)		\$300	
Total with Tax		\$4,346	

System Management Policies

Each device will have a device-specific login name and password. Tech Services will take all of the devices out of operation one day per month to update Windows, patch applications, and change the passwords on the check-out devices.

The check-out devices will be configured to wipe their hard drives clean of all user data (files, email, passwords, etc.) when the user logs out of the device. Before logging out and returning the checked out device, the user will be responsible for transferring any data they want to keep (e.g. meeting notes) off of the tablet and into a more secure location. The options for data transfer will be under development during the pilot:

- Phase One: Initially, users will have to transfer their data off the device using a USB thumb drive or by emailing the files to themselves as an attachment. We will provide a thumb drive at Ashley's area for this purpose.
- Phase Two: (September at the earliest): we will make the Transfer-AS and Transfer-VU drives accessible to people from any device using a Web interface. Users will enter their WWU credentials into the Web App, and have access to the Transfer folders to upload or download their files.
- Phase Three (TBA): WWU Technical Services will make the full Network File System (P drive, Q drive, etc) available to the tablets. This will require significant operating system and service upgrades at WWU Technical Services; they have no timeline for undertaking such upgrades, nor have they committed to undertaking the upgrades at all. Consequently, Phase Three is out of our control and may never happen.

User Agreements

We will need to develop User Agreements for student employees and staff who wish to use the devices. Those agreements must reflect Western's Ethical Use of State Resources policy and the WWU and AS/VU Computing Guidelines.

The AS and VU will co-develop the agreement to establish the appropriate boundaries for use (VU only, on-campus, off-campus), check-out duration, collateral for check-out, consequences for lost/stolen/damaged equipment, and consequences for violating the user agreement. We will also evaluate whether and what standards need to be different for staff versus student employees.

Checkout Process

Checkout will be administered at the VU Admin Information Desk by Ashley, the Student Clerks, and the Building Managers. We will use EMS to track assessment reservations for the devices, and to track the walk-up checkout/checkins for the device. If the pilot is successful and we decide to continue the checkout program, Tech Services will consider developing an easy-to-use online application to replace EMS for tracking this inventory and generating reports (the code will be based on the OC Reservations/Rentals system).

Users who check out a device will be given the login information for the device and instructions not to logout until their data has been transferred. When they return to the front desk, they will be offered a thumb drive to transfer their data if they need it.