

SAFAB Use Only	
YES	NO



Student Affairs Fee  
Advisory Board  
DIVISION OF STUDENT AFFAIRS

## Instructions for FY 2022 Form

*Data can be entered into text fields and Word tables on each form.*

### Funding Request Form FY 2022

*This form is to be completed for each UAF increase request and attached with the Annual Report/Cover Sheet described above.*

- **Department**—Enter your department name.
- **Program, Service, or Operation Requested**—Please provide a one-line title to reference the request for funds being made.
- **General Description**—Please provide additional information and a brief description of the increase request; make sure not to overlap with the additional questions described below.
- **Request Type**—Indicate the type of increase request being made from the following:
  - *Full*—Indicates that UAF will fund the entire program or service being requested
  - *Increase*—Indicates a request for an increase in UAF for an ongoing program or service that is already supported at a lesser level
  - *Partial*—Choose partial if other sources of funding or revenue (such as state funds/grants, ticket sales, service fees, membership dues, etc) will be used in conjunction with UAF to fund the program or service.
  - *Matching*—Encourages departments in seeking additional outside funds from fundraising and sponsorship initiatives. The amount requested represents the maximum amount of funds that SAFAB will match. Funds must be generated by the department through fundraising, reserves, sponsorship, or other means. Current funding and funding from state or other internal sources are not eligible for this type of request.
  - *One-Time*—Indicates a request for one-time funds from Division reserves
- **General Questions**—Please answer the listed questions. Additional pages may be attached if more space is needed; however, responses are encouraged to be brief.
- **Total Estimated Cost**— This section will show the total cost of request, any funding identified to offset the cost, and the amount that is being requested from SAFAB. Please break down the items requested into general terms and categories with a total for each category. Avoid over-generalizations but keep in mind that SAFAB does not need specific line-item budgets either.
  - *Funding Description* - Brief description of the items/categories for which funding is requested
  - *Amount* – Total amount of each of the items/categories listed
  - *Less Estimated Partial Funds* – Total for other sources of funding being used to offset the overall cost of the proposal.
  - *Total Increase Requested* – Amount being requested from SAFAB for FY2022. This is the number SAFAB will use in its deliberations. It should equal the sum of the line items less any matching/partial funding being considered.



## Funding Request Form FY2022

*Department should complete one form for each individual request*

**Department:**

Disability Resources

**Program, Service or Operation Requested:**

Initial set up cost and yearly fee for first 3 years for the Accessible Information Management database (AIM)

**General Description:**

Disability Resources has used a homegrown data management system for over 20 years. Although it has evolved over time, it no longer meets the department needs especially in the areas of testing and communication with instructors. Disability Resources has had a project in the queue with the Department of IT to update Tracker (our current database) for over three years, however, DO-IT lacks the resources to provide the update that is desperately needed.

The AIM data management system is currently used by almost every other SEC university as well as the University of Arizona, University of Minnesota, and University of Central Florida (along with many others). It meets the qualifications for our needs and DR has been involved in several demos with the company. In addition, DR leadership met with colleagues from two SEC schools to discuss how AIM works for them.

**Request Type:**

Full       Increase       One-Time       Partial/Matching

**Type of Funds Requested:**

UAF       Other

**General Questions**

***How does this address an important need and/or positively impact students?***

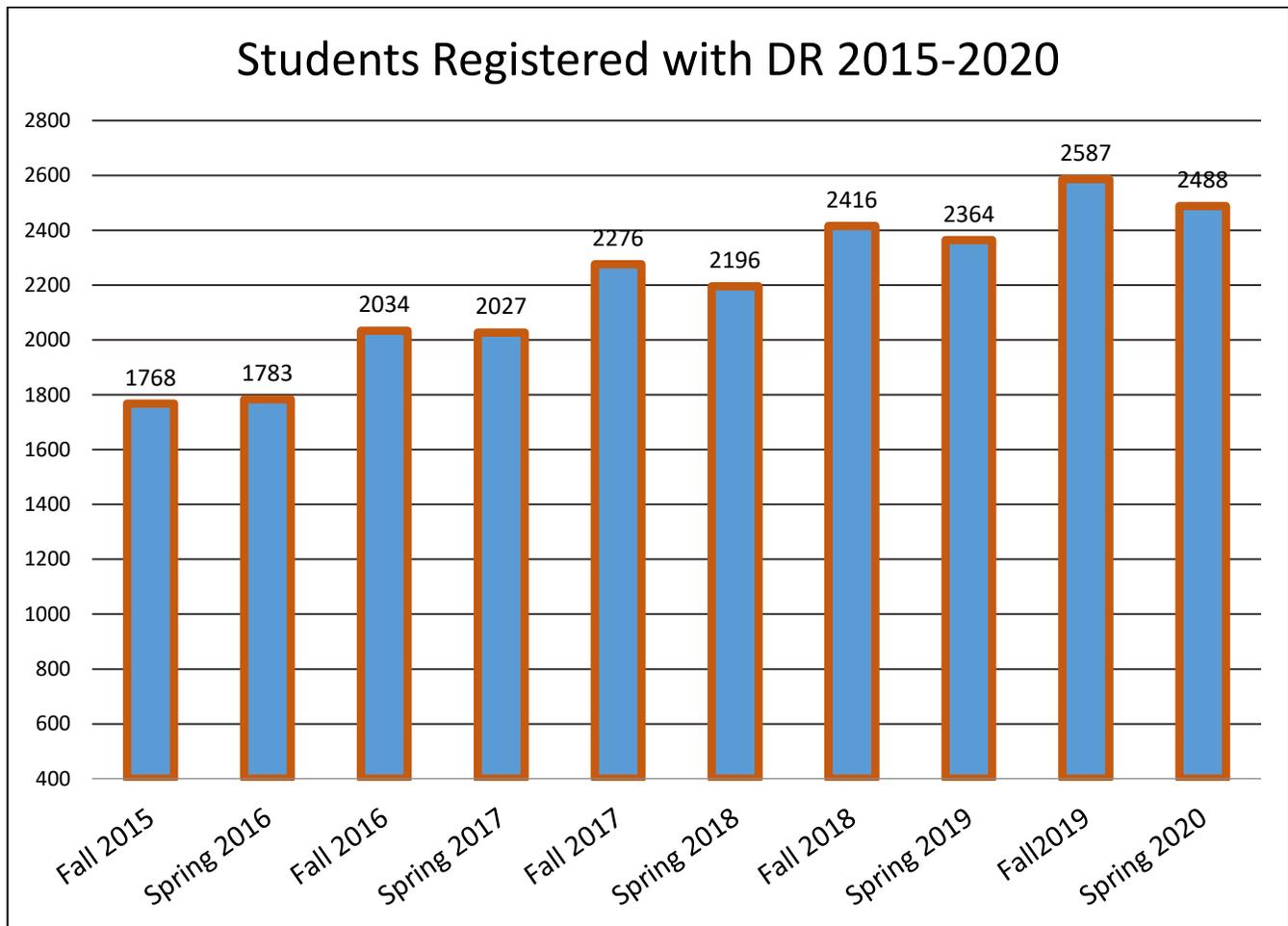
The current data management system puts a burden on students registered with Disability Resources. In order to schedule exams with DR, students have to print a test schedule and have it signed. Although we have found ways to work around this, the process in the system is still heavily paper based. There is also no way for students to upload their documentation into the current system which means that students have to email, mail, fax, or bring their documentation into the office. This has been particularly challenging with COVID. In addition, faculty currently have no access to the system and therefore, it is easier for them to forget an exam or contact DR to find out information about a student that would be housed in the instructor portal of AIM. This means that DR staff spend more time emailing and calling faculty members instead of using an automated process.

**What department/Division strategic plan item does this support?**

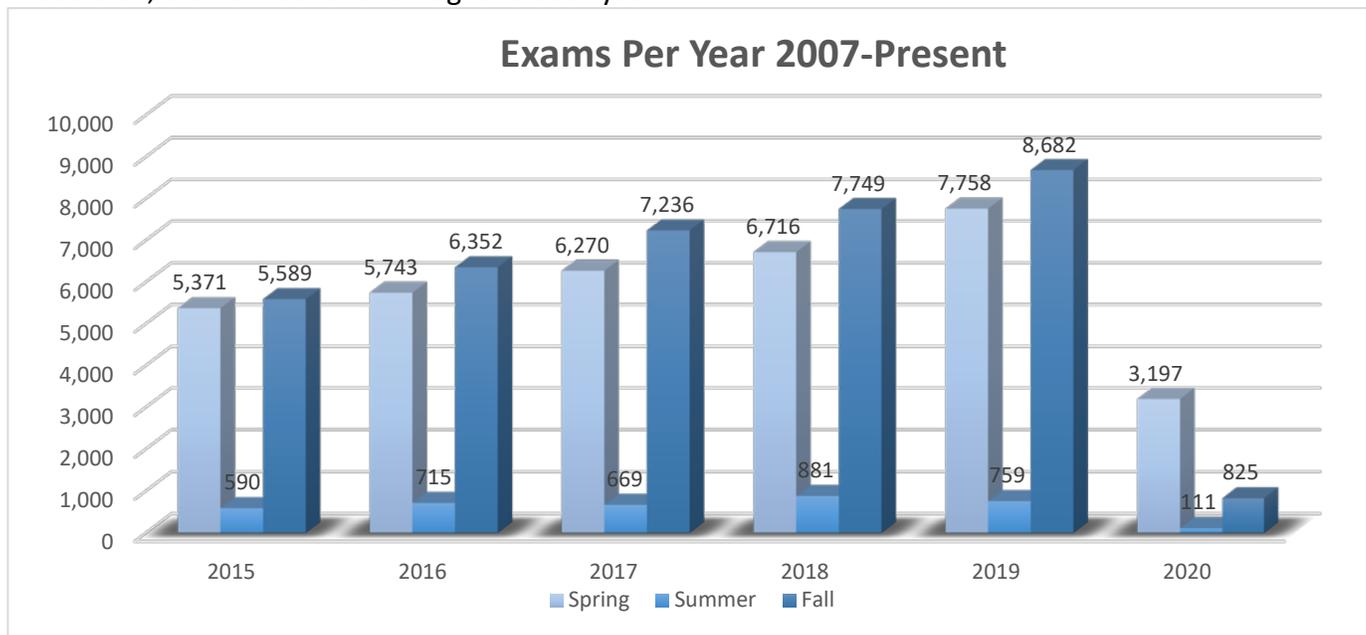
This request supports the Division Strategic Goal 5: Ensure Future Effectiveness. In order for our department to be effective, we have to have the technology to support our efforts.

**Please provide data, evidence, and/or input (student faculty, staff, other) you gathered to help you determine the need for additional resources.**

The number of students registered with Disability Resources increases each Fall semester.



In addition, the number of exams grows each year.



Students have complained about not being able to submit information online in order to get affiliated with the office and feel that it is a burden to have to turn in a paper test schedule for each class when other students just need to show up to take a test. In addition, they have to meet with their instructors to get signatures and they sometimes can't find an instructor during office hours or can't go to the hours that instructors have posted. Faculty members would like to have a way to know which students have accommodations so that they don't forget to provide an exam or other accommodation. They feel that our processes are out dated and time consuming.

***What actions have you implemented or discontinued internally to address the identified need?***

There are very few options to getting a new database. We have worked with DO-IT over the last few years to make changes to the database to improve efficiencies, however, they do not have the capacity to do the overhaul that is needed to meet our needs. We have hired additional graduate students to help with the processing of exams and have increased our number of testing center staff over the years. At this point, it would be much cheaper to purchase AIM than to continue to add staff in order to address the inefficiencies.

***If funding is granted, what metrics will you use to evaluate success of this program/service/operation?***

Students and instructors will be surveyed to determine ease of use of the new database. In addition, informal metrics such as testing staff being able to leave work on time and take lunch breaks, staff satisfaction, and quicker response time to students will indicate that this has been beneficial.

***Have other sources of funding (fundraising, sponsorship, reserves, etc.) been considered? Please explain.***

Requesting funding from Academic Affairs has been considered. They just provided testing center money last year to cover some of the SAFAB requests from our department so that may or may not be successful. We may use our reserves to cover the cost of the database, however, we have less than our required reserves currently, so that will put us even further behind.

**Total Estimated Cost**

<b>Funding Description</b>	<b>Amount</b>
AIM Database	\$89,909.35
<i>Less Estimated Partial/Matching Funds (if Applicable)</i>	
<b>TOTAL INCREASE REQUESTED</b>	\$89,909.35