



Southern University and A&M College COVID-19 Transition to Work Plan

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Southern University and A&M College

COVID-19 Transition to Work Plan

Introduction

The Southern University and A&M College (SUBR), COVID-19 Transition to Work Plan was developed in accordance with Center for Disease Control (CDC) Guidelines, as well as other federal, state, local and Southern University System (SUS) Guidelines.

Southern University System Guidance

In developing their individual campus transition plans, Chancellors must consider the following:

- Determine/approve/designate which employees will return in each phase
- Continue online classes until further notice
- Determine which campus buildings will have limited access and/or remain closed to the public
- Ensure campus libraries and computer labs will remain open
- Provide alternative dining options
- Cancel all on-campus events including summer camps
- Utilize CDC approved safety and social distancing guidelines
- Report all COVID-19 related cases as per SU System Human Resources guidelines
 - Provide reasonable accommodations for employees that may have a high risk for COVID-19 exposure and/or other situations deemed appropriate by campus leadership and HR
 - Continue to administer and monitor leave requests in accordance with the Families First Coronavirus Response Act (FFCRA) and Louisiana Civil Service rules
- Employees will continue to telecommute until they are notified to return to work and adhere to the following:
 - Continue to telecommute
 - Maintain a daily summary of work activities
 - Enter the designated code for each telecommute workday for the applicable hours of work
- Current non-telecommuting employees shall continue to report to their designated work locations and adhere to all Health & Safety information outlined in this memo
- Employees who are WAEs, students and unclassified temporary workers are not eligible for pay when they are not working
- Employees who are not approved to telecommute or cannot telecommute, will continue to use special leave and/or annual leave. The employee must enter the special or annual leave on their timesheets and get their supervisors' approval
- Employees who are suffering from COVID-19 or taking care of a family member with COVID -19 or taking care of children because the daycare is currently closed, may apply for special emergency leave. All employees in these categories must use their annual or sick leave until they apply for and are approved for the special emergency. If an employee is not approved for the special leave, the employee may be placed on LWPO if they do not have any annual or sick leave

Health and Safety Criteria

SUBR continues to adhere to the CDC guidelines for confirmed or suspected COVID-19 cases and reports such to the Office of Human Resources. SUBR continues to perform the following:

- Daily cleanings of buildings multiple times per day
- Providing appropriate sanitation supplies to allow for the cleaning and disinfecting of work areas (when available)
- Providing appropriate Personal Protective Equipment (PPE), when available
- Restricting elevator use to 2 people per elevator per ride and posting signs regarding restrictions
- Requiring social distancing among employees at all times, even in common spaces
- Requiring face masks or face coverings to be worn in common areas, cubicles, bathrooms and elevators throughout the building
- Providing supplies for temperature checks, when available
- Wipe their own work areas down with a cleaning agent two times a day
- Wear their own masks to avoid time periods when masks are unavailable
- Remove masks only when away from others and in an office with a closed door
- Wash their hands multiple times a day
- Adhere to the social distancing rule of 6 feet
- Do not enter a co-worker's workspace without permission to ensure the social distancing rule can be followed. Remember to avoid the following:
 - ✓ Touching your face
 - ✓ Handshakes and hugs
 - ✓ Touching frequently used objects and surfaces
 - ✓ Sharing cellphones, pens, computers and work areas
 - ✓ Sharing papers and physical objects during meetings

Policy and Legal Considerations

All policies should be submitted and reviewed by the following offices for content prior to implementation to ensure compliance with all applicable laws and Board policies:

- Human Resources
- Institutional Effectiveness
- General Counsel
- Academic Affairs
- Student Affairs and Enrollment Management
- Finance and Administration
- Ensure return to work criteria are non-discriminatory
- Ensure Health Insurance Portability and Accountability Act (HIPAA) and Family Educational Rights and Privacy Act (FERPA) compliance with regard to screening questionnaire
- SUBR website and signage are in compliance with all applicable federal and state laws and regulations
- Code of Student Conduct is under revision to include COVID-19 related requirements (e.g., social distancing, wearing masks, hygiene practices, etc.) and consequences for failing to comply (e.g., reprimand, eviction from campus, eviction from housing, etc.)
- Faculty and staff guidance document is being finalized to include COVID-19 related requirements (e.g., social distancing, wearing masks, hygiene practices, etc.) and consequences for failing to comply
- Visitors will be required to adhere to SUBR safety and health requirements

Public Relations and Communications

- E-Blast/Mail Letter from the Chancellor
 - Detail the phases, note which phase we are operating within, how long this phase is, brief directives from HR (link back to HR site), what measures have been put in place, materials available/if one needs to bring own PPE, etc.
- Media Relations
 - News release/call backs to include details from the letter from the Chancellor, direct back to coronavirus site
 - Updates to Coronavirus site
 - Letter from the Chancellor
 - Any HR forms and directives
- Posters and Yard Signs
 - Details about temperature checks and procedures in place
 - Reminders to wash hands, wear masks where social distancing is not possible, etc.
 - Other relevant info
- Jags Safe Text Messages
 - Road closures
 - Reminder that temperature will be checked; allow time for commute and getting on campus
- Social Media Messaging
 - Continued tips and fact checks (i.e., Campus is not open to the public. Classes are still online only for the summer, etc.)
- Photos of new facilities features (i.e., plexiglas), temp checks, masks, etc. to ensure public that we are safely reopening in stages

Information Technology (IT) Assessment

- The Division of Information Technology deployed a Technology Needs Survey for faculty and staff (see Appendix A)
- A snapshot of key findings as of May 28, 2020 is as follows:
 - 96% of faculty and staff respondents indicated SUBR should invest in increasing the number of smart classrooms (classroom instructional technology) and devote additional resources for online course development and instruction
 - 76.4% of faculty and staff respondents indicated SUBR should invest in remote access to college software systems
 - 56.9% of faculty and staff respondents indicated SUBR should invest in improving wireless access on campus
 - 70.1% of faculty and staff respondents indicated that SUBR must automate its business processes (Purchase Requisitions, Travel, Payroll, Human Resources' services such as leave approvals) to improve campus operations
 - 68.4% of faculty and staff respondents indicated remote access to office computers was a priority
 - 61.5% of faculty respondents indicated the need for additional Moodle-related training (such as gradebook, quiz, etc.)
 - 97.7% of faculty and staff respondents indicated that they have access to the internet from home
 - 78.2% of faculty and staff respondents indicated that they have access to a laptop computer from home
 - 43.7% of faculty and staff respondents indicated that they have access to a desktop computer from home
 - 36.8% of faculty and staff respondents indicated that they have access to a tablet from home

- 45.9% of faculty and staff respondents indicated that their current office computer is more than 5 years old
- 64.7% of faculty and staff respondents indicated that their office computer is not equipped with a webcam
- An assessment of Academic Instructional Technology needs as submitted by each of the academic Deans resulted in cumulative total request of approximately \$4.5M (see Appendix B)

SUBR Transition Plan by Phases

The Southern University and A&M College (SUBR) Transition Plan is composed of three phases:

- **Phase I (May 18, 2020 – July 12, 2020)**
- **Phase II (July 13, 2020 – July 31, 2020)**
- **Phase III (August 1, 2020 – December 31, 2020)**
- Each Phase is organized as follows:
 - Logistics
 - Students
 - Faculty
 - Staff

PHASE I (May 18, 2020 – July 12, 2020)

Overview

On Monday, May 18, 2020, SUBR initiated Phase I of the Transition Plan whereby no more than twenty-five percent (25%) of the campus workforce physically returned to work.

- Essential employees (Campus Police, custodial staff, etc.) were selected to return in this phase. Essential employees will continue to utilize a hybrid work approach (telecommuting and on-site)
- Employees with underlying health conditions, employees that tested positive for COVID-19, employees with COVID-19 symptoms and employees caring for immediate family members with underlying health conditions are not included in this phase. These employees may be eligible for special accommodations such as FMLA, Emergency Leave and ADA.
- SUBR continues to maintain social distancing requirements and sanitization of workstations

Logistics

Safety

- Southern University Police Department (SUPD) continues to control campus entry by:
 - Limit access to one entry to campus (Harding Boulevard)
 - Limit access to essential personnel, students and approved vendors
 - Conduct screenings (administering the CDC COVID-19 questionnaire)
 - Conduct temperature checks (calibrated to CDC guidelines of 100.4°F)

PPE

- Southern University Facilities Department serves as the clearinghouse (ordering, stockpiling and distribution) for the following:
 - Face Masks, Disinfectant Wipes, Thermometers, Latex Gloves, Disinfectants

Sanitization of Buildings

- Southern University Facilities Department performed the following functions:
 - Assessed Phase I building needs
 - Sanitized buildings housing essential employees and academic support services for students
 - Deactivated, cleaned, closed non-essential Phase I buildings

Plexiglas Installation

- Southern University Facilities Department performed the following functions:
 - Installed Plexiglas barriers for the protection and safety of employees and staff in high traffic areas such as Police Department, Administration Building, Purchasing, Human Resources, etc.

HVAC/Ventilation

- Southern University Facilities Department will identify vendors for the following:
 - Identify and vet best application to ensure a virus-free Indoor Air Quality (IAQ)
 - Ionization Air Cleaning Technology by Global Plasma Solutions (GPS)
 - Ultra Violet (UV) protection at the coil

Essential Personnel

- Additional manpower may be needed in the following areas:
- SUBR Police Department
- Facilities/custodial staff, etc.

Workplace Requirements for Employees (Faculty and Staff)

- Employee Assessment
 - Develop and implement a self-reporting process for employees with underlying conditions
- Office Requirements
 - Outline interoffice social distancing measures in accordance with CDC guidelines
 - Identify and modify processes/business operations that can be streamlined to minimize public contact
 - Continue to host virtual meetings with employees to discuss projects, expectations and consequences
 - Conduct space utilization needs assessment of all building in preparation for Phases II and III to ensure adequate health and safety measures
- Continue to disseminate COVID-19 related HR information (emergency FMLA, special emergency leaves, civil service rules)
- General Guidelines
 - Wash hands frequently
 - Practice social distancing (6ft)
 - Mandatory mask usage at all times outside of personal office (common areas)
 - Minimize face to face employee interaction. Employees are encouraged to utilize email, desk phone, or instant messaging
- Individual Office Space
 - Limit the sharing of office supplies and equipment; if sharing is essential all items should be disinfected before and after use
 - Each employee will be responsible for disinfecting their personal workspace on a day to day basis

- Hand sanitizer should always be on display in the work area
- Mask can be removed upon entering personal workspace but it is required when exiting
- Cubicles
 - Department heads and/or supervisors are encouraged to rotate employees who work in cubicle on a day to day basis (Some will continue to work remotely)
 - Each employee is required to sanitize their cubicle at least twice daily
 - Hand sanitizer should always be on display in the work area
- Teleworking
 - Employees are required to continue to enter the COVID-19 code on timesheets
 - Teleworking employees must notify supervisor(s) prior to reporting to office to limit exposure
- Visitation Policy
 - All visitors must practice social distancing, failure to do so will result in the visitor being asked to leave
 - All visitors are required to have a face mask upon entry and are subject to temperature checks
- Facilities
 - Signage will be posted to assist with health and safety reminders or instructions which facilitate social distancing and group size limitations
 - Operations protocols will be set to reduce human contact in all areas
 - Example 1: prop doors open, when possible, to reduce the number of touch points
 - Example 2: Go paperless and automate business processes and operations when possible
 - Facilities will increase the frequency of cleaning and disinfecting in human-contact areas (common areas, seating, restrooms, concessions, and any other high traffic or touch points such as knobs, door handles, handrails, and elevator buttons)
 - Facilities will make hand sanitizer and/or washing stations available and accessible to both employees and visitors

Students

- 100% online summer school registration and course instruction
- Campus library and computer labs will remain open and accessible to students
- Students are proficient in the use of Moodle (learning management system – LMS)
- SUBR will continue to provide students with computer/laptops for Summer school
- SUBR Fall registration will be initiated.

Faculty

- Ongoing Quality Matters (QM) Training required for online instruction (Summer school instructors have been QM certified)
- Faculty are proficient in the use of Moodle (learning management system – LMS)
- All Summer school course material has been entered into Moodle
- SUBR will continue to provide faculty with computer/laptops for Summer school

Staff

- No greater than twenty-five percent (25%) of the campus workforce physically returned to work as per State guidance
- Employees with underlying health conditions, employees that tested positive for COVID-19, employees with COVID-19 symptoms and employees caring for immediate family members with underlying health conditions are not included in this phase. These employees may be eligible for special accommodations such as FMLA, Emergency Leave and ADA
- SUBR continues to maintain social distancing requirements and sanitization of workstations

PHASE II

(July 13, 2020 – July 31, 2020)

Overview

Phase II employees will include all employees that did not return during Phase I, except those with underlying health condition, employees that have tested positive for COVID-19, employees with COVID-19 symptoms and/or employees caring for an immediate family member with underlying health conditions.

- Employees selected to return in this phase must be notified in writing. Employees may return to a full-time work-site environment or maintain a hybrid work environment, if applicable
- Employees with underlying health conditions, employees that tested positive for COVID-19, employees with COVID-19 symptoms and employees caring for immediate family members with underlying health conditions will not be included in this phase. These employees may be eligible for special accommodations such as FMLA, Emergency Leave and ADA
- SUBR will continue to maintain social distancing requirements and sanitization of workstations

Logistics

Safety

- Southern University Police Department (SUPD) continues to control campus entry by:
 - Limit access to one entry to campus (Harding Boulevard)
 - Limit access to essential personnel, students and approved vendors
 - Continue to conduct screenings (administering the CDC COVID-19 questionnaire)
 - Continue to conduct temperature checks (calibrated to CDC guidelines of 100.4°F)
 - Develop traffic flow design for additional temperature checkpoints in preparation for Phase III

PPE

- Southern University Facilities Department continues to serve as the clearinghouse (ordering, stockpiling and distribution) for the following:
 - Face Masks, Disinfectant Wipes, Thermometers, Latex Gloves, Disinfectants

Sanitization of Buildings

- Southern University Facilities Department continues to perform the following functions:
 - Assess Phase III building needs
 - Sanitize buildings housing essential employees and academic support services for students
 - Activate buildings and schedule regular sanitization by zone (see below)

Zone-A	Bld. Sq.Ft.
Clifton Seymour (Men Gym) – 85	N/A
John W. Fisher Hall – 90	17,285
Tourgee A. DeBose Hall – 91	18,350
Performing Arts Theater – 91-A	12,182
Isaac Greggs Band Building – 91-B	7,592
Zone-B	
Pinkey Thrift (Home Economics)	16,371
Henry Thurman. Jr (Computer Science) – 128	5,390
James W. Lee Hall - 153	30,114
Health Research Center – 153a	9,150
Frank Hayden Hall – 154	38,000
William Henry James 159	20,317
Zone-C	
William Wallace Stewart – 160	22,653
James B. Moore Hall – 161	12,423
Rodney G. Higgins Hall – 178	18,733
Augustus C. Blanks Hall – 179	16,333
Athletic Academic Center - 122	N/A

Plexiglas Installation

- Southern University Facilities Department continues to perform the following functions:
 - Continue to install Plexiglas barriers for the protection and safety of employees and staff in high traffic areas such as Police Department, Administration Building, Purchasing, Human Resources, etc.

HVAC/Ventilation

- Southern University Facilities Department will identify vendors for the following:
 - Identify and vet best application to ensure a virus-free Indoor Air Quality (IAQ)
 - Ionization Air Cleaning Technology by Global Plasma Solutions (GPS)
 - Ultra Violet (UV) protection at the coil

Essential Personnel

- Additional manpower may be needed in the following areas:
- SUBR Police Department
- Facilities/custodial staff, etc.

Workplace Requirements for Employees (Faculty and Staff)

- Employee Assessment
 - Self-reporting process will continue for employees with underlying conditions
- Office Requirements
 - Implement interoffice social distancing measures in accordance with CDC guidelines
 - Identify and modify processes/business operations that can be streamlined to minimize public contact
 - Continue to host virtual meetings with employees to discuss projects, expectations and consequences
 - Conduct space utilization needs assessment of all building in preparation for Phases II and III to ensure adequate health and safety measures
- Continue to disseminate COVID-19 related HR information (emergency FMLA, special emergency leaves, civil service rules)
- General Guidelines
 - Wash hands frequently
 - Practice social distancing (6ft)
 - Mandatory mask usage at all times outside of personal office (common areas)

- Minimize face to face employee interaction. Employees are encouraged to utilize email, desk phone, or instant messaging
- Individual Office Space
 - Limit the sharing of office supplies and equipment; if sharing is essential all items should be disinfected before and after use
 - Each employee will be responsible for disinfecting their personal workspace on a day to day basis
 - Hand sanitizer should always be on display in the work area
 - Mask can be removed upon entering personal workspace but it is required when exiting
- Cubicles
 - Department heads and/or supervisors are encouraged to rotate employees who work in cubicle on a day to day basis (Some will continue to work remotely)
 - Each employee is required to sanitize their cubicle at least twice daily
 - Hand sanitizer should always be on display in the work area
- Teleworking
 - Employees are required to continue to enter the COVID-19 code on timesheets
 - Teleworking employees must notify supervisor(s) prior to reporting to office to limit exposure
- Visitation Policy
 - All visitors must practice social distancing, failure to do so will result in the visitor being asked to leave
 - All visitors are required to have a face mask upon entry and are subject to temperature checks
- Facilities
 - Signage will be posted to assist with health and safety reminders or instructions which facilitate social distancing and group size limitations
 - Operations protocols will be set to reduce human contact in all areas
 - Example 1: prop doors open, when possible, to reduce the number of touch points
 - Example 2: Go paperless and automate business processes and operations when possible
 - Facilities will increase the frequency of cleaning and disinfecting in human-contact areas (common areas, seating, restrooms, concessions, and any other high traffic or touch points such as knobs, door handles, handrails, and elevator buttons)
 - Facilities will make hand sanitizer and/or washing stations available and accessible to both employees and visitors

Students

- 100% online summer school is ongoing
- Campus library and computer labs will remain open and accessible to students
- SUBR Fall registration is ongoing

Faculty

- Continue ongoing Quality Matters (QM) Training required for online instruction for Fall semester
- Enter all course materials for Fall semester into Moodle (learning management system – LMS)
- Develop contingency plan in the event of second COVID-19 outbreak during the Fall semester
 - All courses will have a shell in Moodle to provide flexibility to offer either face-to- face or online/distance learning. This will provide a seamless transition
 - Faculty will use a Quality Matters rubric to design and deliver courses
 - All Academic units will follow revised workload guidelines. The minimum and maximum workload units will be developed by the Deans in conjunction with the Faculty Senate
- Fall semester Academic Calendar will be finalized

Staff

- Campus employees will return to work as determined by per State guidance
- Employees with underlying health conditions, employees that tested positive for COVID-19, employees with COVID-19 symptoms and employees caring for immediate family members with underlying health conditions will not be included in this phase. These employees may be eligible for special accommodations such as FMLA, Emergency Leave and ADA
- SUBR continues to maintain social distancing requirements and sanitization of workstations

Phase III (August 1, 2020 – December 31, 2020)

Overview

Phase III employees will include those employees with underlying health conditions, employees that have tested positive for COVID-19 and approved to come back to work, employees with COVID-19 symptoms that have been cleared to come to work and employees caring for immediate family members with underlying health conditions. Special accommodations may be considered on a case by case basis.

- Employees selected to return in this phase will be notified in writing. Employees may return to a full-time work-site environment or maintain a hybrid work environment, if applicable
- Employees with underlying health conditions, employees that tested positive for COVID-19, employees with COVID-19 symptoms and employees caring for immediate family members with underlying health conditions are in this phase. These employees may be eligible for special accommodations such as FMLA, Emergency Leave and ADA
- SUBR will continue to maintain social distancing requirements and sanitization of workstations

Logistics

Safety

- Southern University Police Department (SUPD) continues to control campus entry by:
 - Expand access to campus
 - Expand access to employees, students, visitors and approved vendors
 - Continue to conduct screenings (administering the CDC COVID-19 questionnaire)
 - Continue to conduct temperature checks (calibrated to CDC guidelines of 100.4°F)
 - Implement traffic flow design

PPE

- Southern University Facilities Department continues to serve as the clearinghouse (ordering, stockpiling and distribution) for the following:
 - Face Masks, Disinfectant Wipes, Thermometers, Latex Gloves, Disinfectants

Sanitization of Buildings

- Southern University Facilities Department continues to perform the following functions:
 - Sanitize all buildings
 - Continue to activate all buildings and maintain a regular sanitization schedule by zone

Plexiglas Installation

- Southern University Facilities Department continues to perform the following functions:
 - Continue to install Plexiglas barriers for the protection and safety of employees and staff

HVAC/Ventilation

- Southern University Facilities Department will identify vendors for the following:
 - Identify and vet best application to ensure a virus-free Indoor Air Quality (IAQ)
 - Ionization Air Cleaning Technology by Global Plasma Solutions (GPS)
 - Ultra Violet (UV) protection at the coil

Essential Personnel

- Additional manpower will be provided as needed

Workplace Requirements for Employees (Faculty and Staff)

- Employee Assessment
 - Self-reporting process will continue for employees with underlying conditions
- Office Requirements
 - Implement interoffice social distancing measures in accordance with CDC guidelines
 - Automate (where feasible) business operations/processes to minimize public contact
 - Continue to host virtual meetings with employees to discuss projects, expectations and consequences, as needed
- Continue to disseminate COVID-19 related HR information (emergency FMLA, special emergency leaves, civil service rules)
- General Guidelines
 - Wash hands frequently
 - Practice social distancing (6ft)
 - Mandatory mask usage at all times outside of personal office (common areas)
 - Minimize face to face employee interaction. Employees are encouraged to utilize email, desk phone, or instant messaging
- Individual Office Space
 - Limit the sharing of office supplies and equipment; if sharing is essential all items should be disinfected before and after use
 - Each employee will be responsible for disinfecting their personal workspace on a day to day basis
 - Hand sanitizer should always be on display in the work area
 - Mask can be removed upon entering personal workspace but it is required when exiting
- Cubicles
 - Department heads and/or supervisors are encouraged to rotate employees who work in cubicle on a day to day basis (Some will continue to work remotely)
 - Each employee is required to sanitize their cubicle at least twice daily
 - Hand sanitizer should always be on display in the work area
- Teleworking
 - Employees are required to continue to enter the COVID-19 code on timesheets
 - Teleworking employees must notify supervisor(s) prior to reporting to office to limit exposure
- Visitation Policy
 - All visitors must practice social distancing, failure to do so will result in the visitor being asked to leave
 - All visitors are required to have a face mask upon entry and are subject to temperature checks

- Facilities
 - Signage will be posted to assist with health and safety reminders or instructions which facilitate social distancing and group size limitations
 - Operations protocols will be set to reduce human contact in all areas
 - Example 1: prop doors open, when possible, to reduce the number of touch points
 - Example 2: Go paperless and automate business processes and operations when possible
 - Facilities will increase the frequency of cleaning and disinfecting in human-contact areas (common areas, seating, restrooms, concessions, and any other high traffic or touch points such as knobs, door handles, handrails, and elevator buttons)
 - Facilities will make hand sanitizer and/or washing stations available and accessible to both employees and visitors

Students

Admissions, Financial and Registration

While SUBR implements the virtual admissions and registration process for Fall semester, the university has developed an on-site contingency plan which includes the following components:

- Laptops and/or iPad will be provided at information stations to expedite the process and avoid gatherings in the Admissions space. The Multipurpose Room can be used interchangeable with the Office of Financial Aid
- Students who have not submitted test scores for placement purposes will be directed to the 3rd Floor of Stewart Hall to the Testing Center for immediate ACCUPLACER Next Generation Testing by the Center for Student Success
- The QLESS App will be used and the Financial Aid team will have extended office hours (8am-7pm) during New Student Orientation (NSO) and Registration
- To better serve students face-to-face, the Office of Financial Aid will designate each day respective of last name (i.e. Last Name A-C, Monday)
- To further ensure the safety of professional staff, students are only allowed to invite one parent into the designated space. If a student's name is called and he/she is not present, the student will have to wait until the final day of the week to their Financial Aid Counselor
- Financial Aid Counselors will be responsible for contacting all their students using various platforms to aggressively encourage students to submit documents and accept fees to avoid extended lines during New Student Orientation and Registration
- Students will be required to wear a mask and remain 6 feet from their professional staff member and/or peers. Professional staff will be responsible for continuously sanitizing their office space after each student visit and at the beginning and close of every business day

New Student Orientation

- JAG 365 New Student Orientation is designed to welcome new students, parents, and families to the Southern University community. We have carefully planned a SAFE Move-In and informative sessions to offer a range of perspectives on life at Southern University. All sessions are intentional and will be helpful to students, parents, and families during the first year of the university experience. To receive the full Orientation experience, we ask that you not deviate from the Orientation schedule below. To ensure all incoming students, families, faculty, staff and administrators are safe during Move-In and JAG 365 New Student Orientation, all participants are required to do adhere to the following:
 - Must have a mask while on campus!
 - No more than 3 individuals to assist each student
 - Remain 6 feet apart during all sessions

- Frequently sanitize and wash hands in between sessions.
- For questions or concerns, find a Peer Mentor Champion or Orientation Leader
- Due to the unique environment that we are forced to operate in, the Office of F/SYE will provide a virtual and face to face orientation experience for the Fall 2020 cohort
- Students will be oriented and separated into two groups (S Group and U Group), and additionally separated into smaller groups with Orientation Leaders and Mentors as guides throughout the course of the week
- Students will be notified of their group by Residence Life and Housing and a Zoom Conference Call will follow to share expectations upon arrival to the campus
- Students are required to complete the virtual Orientation session via the Learning Management system before their arrival and show proof of their Orientation Certification upon Check-In
- This Virtual Session includes an assessment/reflection of the student's virtual experience

Fall Semester New Student Orientation Sessions

- August 2: This session is dedicated to incoming band students, commuter students and athletes
- August 3-7: This session is dedicated to all incoming first-time students (First-Year and Transfer) who have been admitted or fully admitted to Southern University and A&M College or the SUSLA Connect program
- August 10: Freshman Convocation will take place on Sunday, August 10. This event will be held in the F.G. Clark activity center and is only open to faculty, staff and students. Students will sit 4-5 seats apart depending on the fluency of COVID-19
- Activities will be planned to keep students engaged, but some activities will be virtual

Campus Dining

- **Scenario 1 – Normal operating conditions**
 - Business as usual with a focus on Sanitation and Food Safety. We will follow the new normal operational guidelines provided by Aramark and our National Brand partners which include hand sanitizing stations, gloves, distancing dots, and masks, as well as employee temperature checks upon arrival to work
- **Scenario 2 – Limited capacity operating conditions**
 - We will operate or normal businesses, while controlling the number of persons allowed in the areas. We will have very limited seating to allow throughput of customers in our operations. We will continue to focus on sanitation and food safety and follow the new normal operational guidelines provided by Aramark and our National Brand partners which include hand sanitizing stations, gloves, distancing dots, and masks, as well as employee temperature checks upon arrival to work
- **Scenario 3 - Restricted capacity operating conditions**
 - We will have carry-out options only. For example, Burger King, Chick-Fil-A and PODS. We will still control the number of persons allowed in the area. There will be no dine in option, and we will serve a limited menu in some cases to speed throughput of our customers. As always, we will continue to focus on sanitation, food safety and employee temperature checks upon arrival to work, while following the new normal operational guidelines provided by Aramark and National Brand partners

Note: All subject to change based on emerging data for State and local government guidelines and Aramark's and National Brand's protocol for new standards of operating

Residential Life and Housing

- SUBR's Residential Life and Housing Department has developed three options for consideration for the Fall semester. The options are listed below:

Section One – Capacity Options

Fall 2020

		Option 1	Option 2		Option 3	Option 4
			Single/Double Beds		Single Beds	No Beds occupied
Dorm Name	Capacity	Double Capacity	Capacity - Single	Capacity - Double	Private	
Boley Hall	190	190	190		190	0
University Apt 1 Bedroom	8	8	8		8	0
University Apt 2 Bedroom	134	134	134		134	0
University Apt 4 Bedroom	412	412	412		412	0
Camille Shade Hall	368	368	90	188	180	0
S V Totty Hall	376	376	94	188	188	0
US Jones Hall	376	376	94	188	188	0
Bethune Hall Community Bath	100	100	50		50	0
Bradford Hall Community Bath	110	110	16	94	63	0
Grandison Hall Community Bath	100	100		100	50	0
Reed Hall Community Bath	70	70		70	35	0
White Hall Community Bath	70	70		70	35	0
	2314	2314	1088	898	1533	0
Total Capacity		2314	1986		1533	2314
Difference		0	328		781	2314

* Isolation Rooms – University Apartments, 2- two bedrooms and Boley Hall - 4 private beds

Section Two – Management Section

Office Hours

Residential Hall Office Hours

- **Hall Director - 8 a.m. – 5 p.m.**
- **Residential Assistant - 5 p.m. – 12 midnight**
- **House Parent – 12 midnight – 8 a.m.**

The desk may occasionally be closed due to staffing shortages.

We will continue to provide **Resident Assistants** and **Hall Directors** for all buildings with social distance guidelines enforced.

- If you need any level of support, please reach out to the RA on duty or your building's HD.
- RA hours are 5:00 am - 12pm on weekdays and 24 hours on weekends posted contact information.
- The RA on Duty is available for urgent issues like room lockouts. Their phone number is posted in your lobby.

We have requested additional **Security**. You may see them in lobbies or walking through the building in the evening and overnight.

Sanitation and Guidelines for Students

- Additional move-in dates and times with decreased volume of students and parents at each arrival timeslot.
- Conducting enhanced disinfection of the many high-touch areas within our facilities like door handles, knobs, buttons, switches, handrails, tables, etc.
- Continuing our cleaning, sanitizing and disinfection process as directed by the Centers for Disease Control, which includes additional “fogging” of bathrooms
- Evaluation of all residential programming to limit group sizes while encouraging and building strong communities
- Partnerships with campus offices to continue important messaging about social distancing and current health protocols
- Modified serving stations, installation of sneeze guards, contactless ordering where feasible, additional portable hand wash stations in dining facilities
- Allowing no more than two other people to assist students during move-in
- No visitation or lobby gatherings

Section Three – Move-in Schedule and Guidelines

To ensure all incoming students, families and staff are safe during Move-In Student, all participants are required to do adhere to the following.

1. Must wear a mask while on campus.
2. No more than 2 individuals to assist each student.
3. Remain 6 feet apart during move- in.
4. Frequently sanitize and wash hands during move -in.
5. Only one family on elevator at a time.
6. Only the student allowed to pick-up keys and move- packet.
7. Email all registration documents prior to move-in (student data form, Covid19 waivers)
8. Detail move-in instructions will be email to students and parents.

Fall 2020 Freshman Move-In Schedule Friday, August 7, 2020

Option 1 – No Change – Double Bedrooms

6:00am – 8:30am

6am-8:30am Name Badge Color	Locations	Room # & Alphabet (Ex: 103D)	# of Resident Checking From 6am-8:30am
Student + 2 Guests All Guests must check out by 8:45am	Jones Hall	A	94
	Shade Hall	A	92
	Totty Hall	A	94
		Ex: Rm# 301	
	Grandison Hall	3 rd & 2 nd Floor	68
	Bethune Hall	2 nd Floor	25
	Bradford Hall	2 nd Floor	64
	Reed Hall	2 nd Floor	35
	White Hall	2 nd Floor	35
			507

9:00am – 11:30am

9am – 11:30am Name Badge Color	Locations	Room # & Alphabet (Ex: 103B)	# of Resident Checking From 9am – 11:30am
Student + 2 Guests All Guests must check out by 11:45am	Jones Hall	C	94
	Shade Hall	C	94
	Totty Hall	C	94
		Ex: Rm# 201	
	Grandison Hall	N/A	0
	Bethune Hall	N/A	0
	Bradford Hall	N/A	0
	Reed Hall	N/A	0
	White Hall	N/A	0
			Total Check In 282

12:00pm – 2:30pm

12pm - 2:30pm Name Badge Color	Locations	Room # & Alphabet (Ex: 103D)	# of Resident Checking From 12pm - 2:30pm
Student + 2 Guests All Guests must check out by 2:45pm	Jones Hall	B	94
	Shade Hall	B	92
	Totty Hall	B	94
		Ex: Rm# 101	
	Grandison Hall	1 st Floor	33
	Bethune Hall	1 st Floor	25
	Bradford Hall	1 st Floor	32
	Reed Hall	1 st Floor	35
	White Hall	1 st Floor	35
			Total Check In 440

3:00pm – 5:30pm

3pm - 5:30pm Name Badge Color	Locations	Room # & Alphabet (Ex: 103D)	# of Resident Checking From 3pm - 5:30pm
Student + 2 Guests All Guests must check out by 5:45pm	Jones Hall	D	94
	Shade Hall	D	94
	Totty Hall	D	94
		Ex: Rm# 101	
	Grandison Hall	N/A	0
	Bethune Hall	N/A	0
	Bradford Hall	N/A	0
	Reed Hall	N/A	0
	White Hall	N/A	0
			Total Check In 282
			Daily Total 1511

Option 2 – Single/Double Bedrooms**6:00 am – 11:00 am**

6am-11:00am Name Badge Color	Locations	Room # & Alphabet (Ex: 103D)	# of Resident Checking From 6am-11am
Student + 2 Guests All Guests must check out by 10:45am	Jones Hall	A & C	94 Single Rooms
	Shade Hall	A & C	94 Single Rooms
	Totty Hall	A & C	94 Single Rooms
		Ex: Rm# 301	
	Grandison Hall	3 rd & 1 st Floor	34 Double Rooms
	Bethune Hall	2 nd Floor	25 Single Rooms

	Bradford Hall	2 nd Floor	32 Double Rooms
	Reed Hall	2 nd Floor	18 Double Rooms
	White Hall	2 nd Floor	18 Double Rooms
			Total Check In 316

12:00pm – 5:00pm

12pm – 5:00pm Name Badge Color	Locations	Room # & Alphabet (Ex: 103B)	# of Resident Checking From 12am - 5pm
Student + 2 Guests All Guests must check out by 4:45pm	Jones Hall	B	94 Double Rooms
	Shade Hall	B	94 Double Rooms
	Totty Hall	B	94 Double Rooms
		Ex: Rm# 201	
	Grandison Hall	2 nd Floor	16 Double Rooms
	Bethune Hall	1 st Floor	25 Single Rooms
	Bradford Hall	1 st Floor	16 Double Rooms
	Reed Hall	1 st Floor	17 Double Rooms
	White Hall	1 st Floor	17 Double Rooms
			Total Check In 474

2:00pm – 5:30pm

2pm - 5:30pm Name Badge Color	Locations	Room # & Alphabet (Ex: 103D)	# of Resident Checking From 2pm - 5:30pm
Student + 2 Guests All Guests must check out by 5:45pm	Jones Hall	D	94 Double Rooms
	Shade Hall	D	94 Double Rooms
	Totty Hall	D	94 Double Rooms
		Ex: Rm# 101	
	Grandison Hall	1 st Floor	33 Double Rooms
	Bethune Hall	1 st Floor	25 Single Rooms
	Bradford Hall	1 st Floor	32 Double Rooms
	Reed Hall	1 st Floor	35 Double Rooms
	White Hall	1 st Floor	35 Double Rooms
			Total Check In 318
			Daily Total 1108

Option #3 – Single Bedrooms

6:00 am – 11:00 am

6am-11:00am Name Badge Color	Locations	Room # & Alphabet (Ex: 103D)	# of Resident Checking From 6am-11 am
Student + 2 Guests All Guests must check out by 10:45am	Jones Hall	A & C	94
	Shade Hall	A & C	94
	Totty Hall	A & C	94
		Ex: Rm# 301	
	Grandison Hall	3 rd & 1 st Floor	34
	Bethune Hall	2 nd Floor	25
	Bradford Hall	2 nd Floor	32
	Reed Hall	2 nd Floor	18
	White Hall	2 nd Floor	18
			Total Check In 409

12:00pm – 5:00pm

12pm – 5:00pm Name Badge Color	Locations	Room # & Alphabet (Ex: 103B)	# of Resident Checking From 12am - 5pm
Student + 2 Guests All Guests must check out by 4:45pm	Jones Hall	B & D	94
	Shade Hall	B & D	94
	Totty Hall	B & D	94
		Ex: Rm# 201	
	Grandison Hall	2 nd Floor	16
	Bethune Hall	1 st Floor	25
	Bradford Hall	1 st Floor	16
	Reed Hall	1 st Floor	17
	White Hall	1 st Floor	17
			Total Check In 373
			Daily Total 782

Section Four Q & A

On-Campus Residents

How can we safeguard against the spread of COVID-19 & other viruses?

Remember it is cold and flu season and there are many members of our community with common colds, influenza, or other illnesses in addition to COVID-19. Remind yourself and others to slow the exponential spread of coronavirus and other illnesses by practicing simple hygiene and social distancing.

- Wash your hands often with soap and warm water for at least 20 seconds.
- Avoid touching eyes, nose, or mouth with unwashed hands.
- Cover your mouth and nose when coughing and sneezing.
- Get adequate rest and eat well.
- Self-isolate if you become ill. Contact Health Center or another healthcare provider for guidance.
- Avoid close contact with others (within six feet), especially those who are sick.

Face coverings

It is common in many cultures, including in the U.S., for individuals to choose to wear masks as a way to minimize direct contact with airborne pathogens. The wearing of a mask should not be interpreted as an indication that the wearer is ill.

In fact, the CDC recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain (e.g., grocery stores and pharmacies or common areas in your building). Find out how to properly use (sew and no-sew) face coverings.

How will we socially distance in my building?

To slow the spread of the COVID-19 virus, it is critical that we all do our part to keep physically apart from each other, or “socially distance.” This means staying at least 6 feet away from individuals with whom you do not share a room or apartment.

We know that you may still want to connect with others living in your building, but remember to maintain appropriate social distancing at all times. Be mindful and use good judgement for you and your neighbor’s benefit.

- **Guests:** We are asking that residents do not have guests in the building. If you want to socialize, we ask that you go outside and maintain the recommended level of social distance or take advantage of phone and virtual environments to connect with friends and family.
- **Lounges and other hall spaces:** You will see signs posted with maximum capacity recommendations to support social distancing in many community rooms. If you have any cold-like or COVID-19 symptoms, do not use the community spaces.

- **Elevators:** No more than two people should use an elevator at the same time.

What staff will be available in my building?

We recognize this time of social isolation and heightened health fears can take a toll and we want you to know that you are not alone. We have housing staff in the building who are an email, phone call away. If you are feeling stressed or have experienced bias during this time, the University continues to provide mental health services.

Information desks are open daily from 8am-midnight.

- The desk may occasionally be closed due to staffing shortages.

We continue to provide **Resident Assistants** and **Hall Directors** for all buildings.

- If you need any level of support, please reach out to the RA on duty or your building's HD.
- RA hours are 5:00 am - 12pm on weekdays and 24 hours on weekends posted contact information.
- The RA on Duty is available for urgent issues like room lockouts. Their phone number is posted in your lobby.

We have requested additional **Security**. You may see them in lobbies or walking through the building in the evening and overnight.

I am not feeling well. What should I do?

The most common treatment recommendation for illness during the COVID-19 outbreak is rest, hydration, and isolation from others. At this time, the State of Louisiana has limited COVID-19 testing available.

- For anyone feeling ill or experiencing symptoms of respiratory illness of any kind — with fever and cough — Contact University Health Center for guidance.
- If you are having difficulty breathing or are unable to care for yourself please seek medical attention immediately or call 911.

We recognize this time of social isolation and heightened health fears can take a toll and we want you to know that you are not alone. We have housing staff in the building who are a phone call, Google hangout, or Zoom meeting away. If you are feeling stressed or have experienced bias during this time, the University continues to provide mental health services.

How are you cleaning the buildings?

We are following guidance from the [World Health Organization](#) and the [Centers for Disease Control](#) and will continue to adjust as new information emerges.

Our staff are cleaning high traffic points even more frequently than usual, including door handles, handrails, elevators, dining locations, laundry facilities, etc.

Student Health Center (SHC)

- Telemedicine services and mask requirements will be required. Scheduling and routine screenings will be limited to monitor patient volume. No visitors will be allowed and only students being serviced will be allowed to enter the building. Pharmacy services will continue as in the summer session with adjustments based on student volume.
- Infection Control - Disinfecting and cleaning behind each student will be done. SHC staff will wear PPE and other disposable coverings during patient encounters as warranted. Masks will remain required for entry into the SHC. Custodial services will be provided to the SHC to minimize cross exposure risk to students and staff. Limitations on occupancy in the waiting room area will be determined. The SHC will follow all LA Department of Health and LA State Board of Medical Examiners guidelines and restrictions concerning healthcare facilities

- Protocols - New signage, consent forms and patient education materials will reflect the risk exposure to COVID-19 in healthcare facilities and the general public. As prevention, diagnosis and treatment measures evolve; the SHC will update and incorporate clinic protocols to reflect best practices for the student population

Smith-Brown Memorial Union

- The Smith-Brown Memorial Union will operate with the following points of entrance into the building. All persons will enter through the following entrances:
 - Main Entrance near the Ricoh
 - Entrance near Burger King
 - Entrance near the Lakefront Room
- All doors will serve as exit doors.
- The Smith-Brown Memorial Union will be cleaned and sanitized twice each day at opening and closing. In addition, the Union will close areas throughout the day for cleaning and sanitization. All public spaces, offices, and equipment will be cleaned and sanitized prior to opening and closing of each day.
- Jaguar Lanes/ Bowling Alley
 - Jaguar Lanes will operate with a maximum of 30 persons at a time. As each additional phase is entered the maximum occupancy requirements will be adjusted in accordance with university guidelines. All public spaces, offices, and equipment will be cleaned and sanitized prior to opening and closing of each day. All employees of Jaguar Lanes will be responsible for this task, and overseen by professional staff.
- Lacumba's Play Pen (Game room)
 - Lacumba's Play Pen will operate with a maximum of 30 persons at a time. As each additional phase is entered the maximum occupancy requirements will be adjusted in accordance with university guidelines. All public spaces, offices, and equipment will be cleaned and sanitized prior to opening and closing of each day. All employees of Lacumba's play pen will be responsible for this task, and overseen by professional staff.
- SU Barbershop
 - SU Barbershop will operate only on appointment until further notice. Clients will no longer have the option of waiting inside the barbershop, as social distancing would not allow for each service provider's clients to have an adequate space. In addition, all persons utilizing the SU Barbershop will be required to wear the appropriate PPE gear. Prior to operating each barber must complete the free Barbicide COVID-19 Certification Course and provide certificate to Union Operation Manager. Each barber station must be cleaned and sanitized in between clients, and gloves must be worn during service. Per Barbicide COVID-19 Certification, disposable masks and capes are required. Please note that they must be supplied by the barbers for their staff. All tools must be sanitized as for a minimum of 10 minutes. All public spaces, offices, and equipment will be cleaned and sanitized prior to opening and closing of each day. All employees of SU Barbershop will be responsible for this task, and overseen by SU Barbershop Management.
- Smith-Brown Memorial Union Stakeholders
 - The Smith-Brown Memorial Union rental spaces will operate in accordance with the university guidelines.

Faculty

- An assessment of Academic Instructional Technology needs as submitted by each of the academic Deans resulted in cumulative total request of approximately \$4.5M (see Appendix B)
- The Fall Academic Calendar is below:

ACADEMIC CALENDAR

FALL SEMESTER 2020 (August 12 – November 24)

AUGUST

New Freshman/New SUSLA Connect

Move-In	August 7-8	Friday-Saturday
Returning Student Move-In	August 9-10	Sunday- Monday
Faculty Convocation	August 10	Monday
Classes Begin	August 12	Wednesday
Final day to Drop Courses without Receiving a Grade of "W"	August 26	Wednesday
Withdrawal Process Begins	August 27	Thursday
Deadline for Receiving Applications For Graduation for Fall 2020	August 31	Monday

SEPTEMBER

Labor Day Holiday	September 7	Monday
Classes Resume	September 8	Tuesday

OCTOBER

Mid-Semester Examinations	October 5 – 8	Wednesday – Monday
Mid-Semester Grades Due	October 14	Wednesday by 5 P.M.

NOVEMBER

Last Day to Withdraw from Courses or the University	November 13	Friday
Last Day of Classes	November 24	Tuesday
All Students Depart Housing	November 24-25	Tuesday–Wednesday
University Closed for Thanksgiving	November 26 – 27	Thursday – Friday
Virtual Final Examinations	November 30 – Dec 4	Monday - Friday

DECEMBER

Final Grades Due for all Students	December 10	Thursday by 9 A.M.
Virtual Fall 2020 Commencement	December 18	Friday
University Closed Christmas Holiday	December TBA	TBA

Staff

- Campus employees will return to work as determined by per State guidance
- Employees with underlying health conditions, employees that tested positive for COVID-19, employees with COVID-19 symptoms and employees caring for immediate family members with underlying health conditions were not included in this phase. These employees may be eligible for special accommodations such as FMLA, Emergency Leave and ADA
- SUBR continues to maintain social distancing requirements and sanitization of workstations

Appendix

A - Campus Technology Survey

B - Academic Instructional Technology Needs submitted by Academic Deans



Southern University and A&M
College

Mr./Ms Dr. Gabriel Fagbeyiro

Survey Evaluation Results

Dear Mr./Dear Ms Dr. Fagbeyiro,

In the attachment you will find the evaluation results of the survey Technology Needs Assessment Survey.

Questionnaire TECHNAS:

The overall indicator is listed first. It consists of the following scales:

The overall indicator is followed by the individual average values of the scales mentioned above.

In the second part of the analysis the average values of all individual questions are listed.

If you have any further questions do not hesitate to contact the evaluation department.

Your Class Climate Administrator

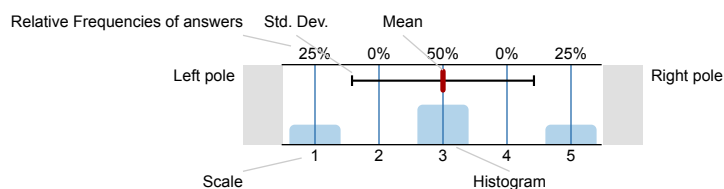
Dr. Gabriel Fagbeyiro

Technology Needs Assessment Survey ()
No. of responses = 174

Survey Results

Legend

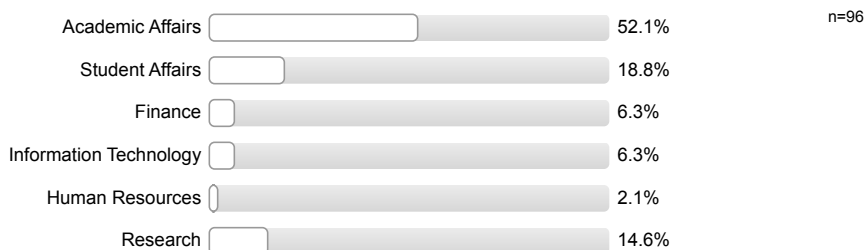
Question text



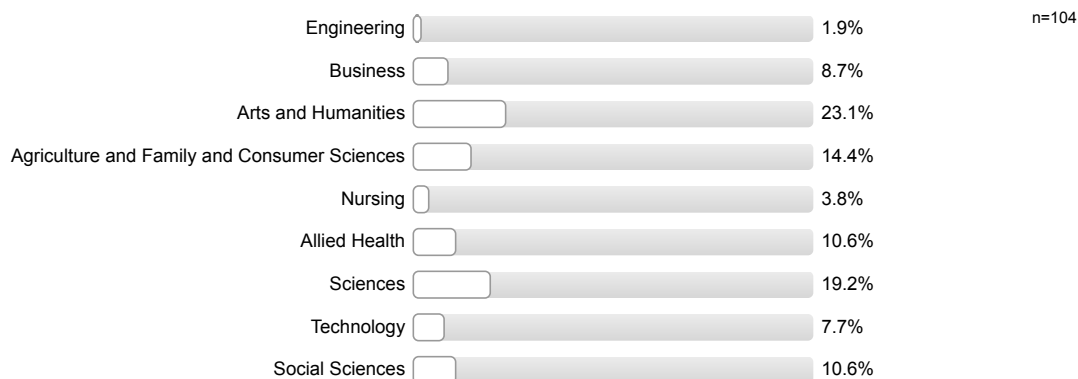
n=No. of responses
av.=Mean
dev.=Std. Dev.
ab.=Abstention

Please complete this brief survey regarding technology needs.

Department



Academic College/Unit



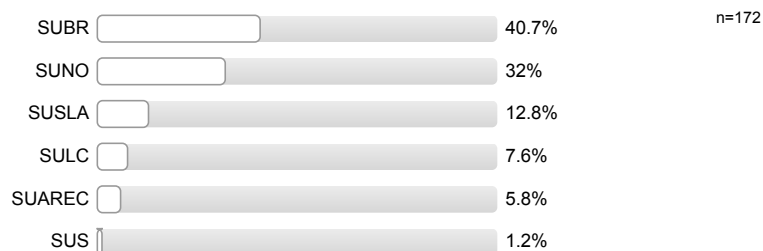
What is your employment status?



Are you a full-time or part-time employee?



What is your home campus?



Please rate your overall technology proficiency and use?



Do you have access to a laptop or desktop computer when you are away from the campus?



Do you have access to the Internet from home?



What product are you most comfortable in using?



How old is your current office computer?



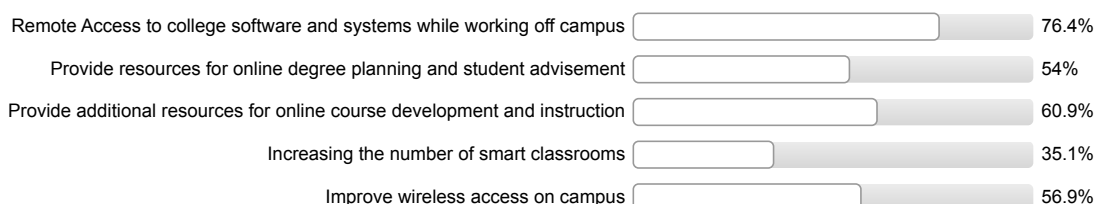
Does your primary responsibilities require using video-conferencing?



Is your office computer equipped with a webcam?

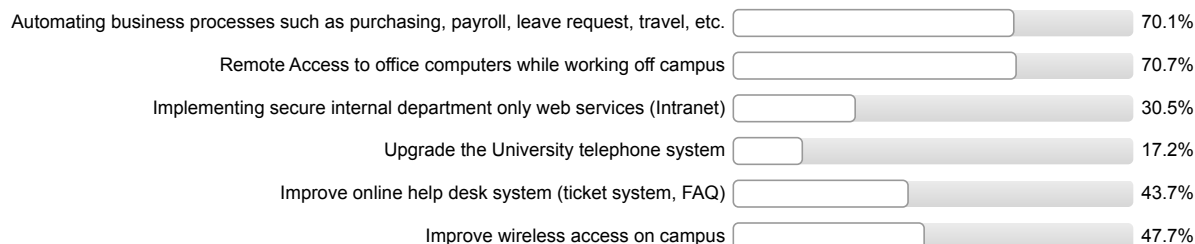


Which **three (3)** of the following technology areas are the most important for Southern to invest in for instruction?



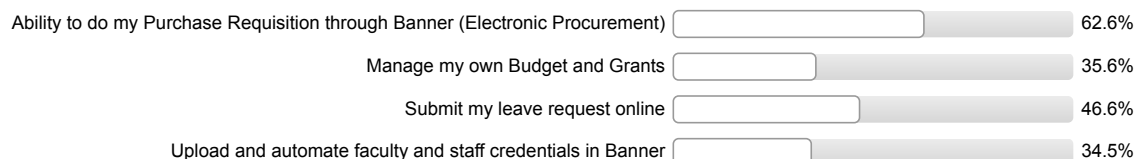
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Which **three (3)** of the following technology areas are the most important for Southern to invest in to improve operations?



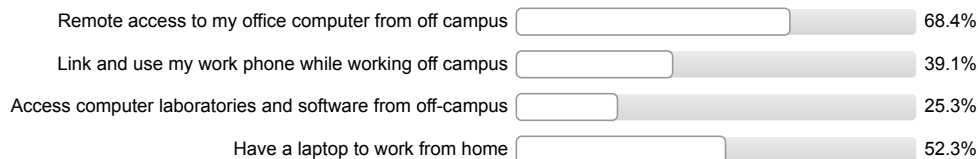
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Which **two (2)** of the following business processes would you like to see automated in Banner?



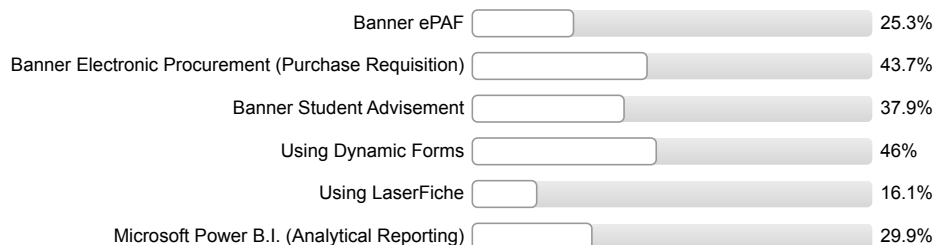
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Which **two (2)** of the following functionalities is more relevant to you?



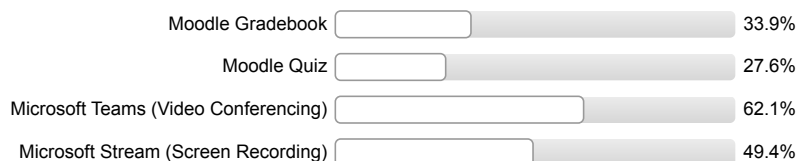
n=174

Which of the following functional trainings would you be interested in attending?



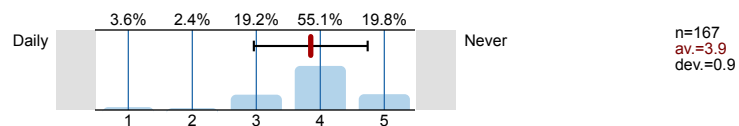
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Which of the following instructional trainings would you be interested in attending?

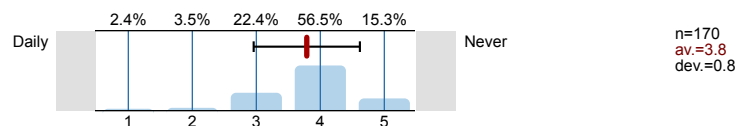


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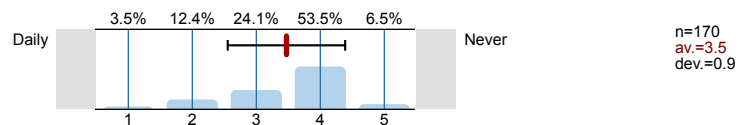
Submit a Help Desk ticket online



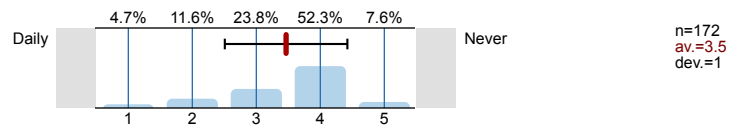
Call the Help Desk



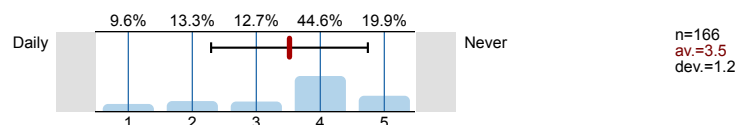
Call a specific IT staff member



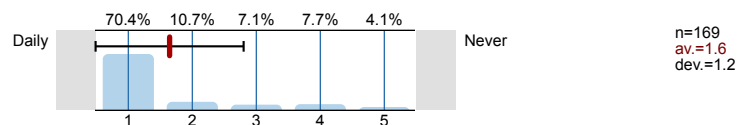
Email a specific IT staff member



Contact a non-IT staff member



Use online resources (Internet, documentation, etc)

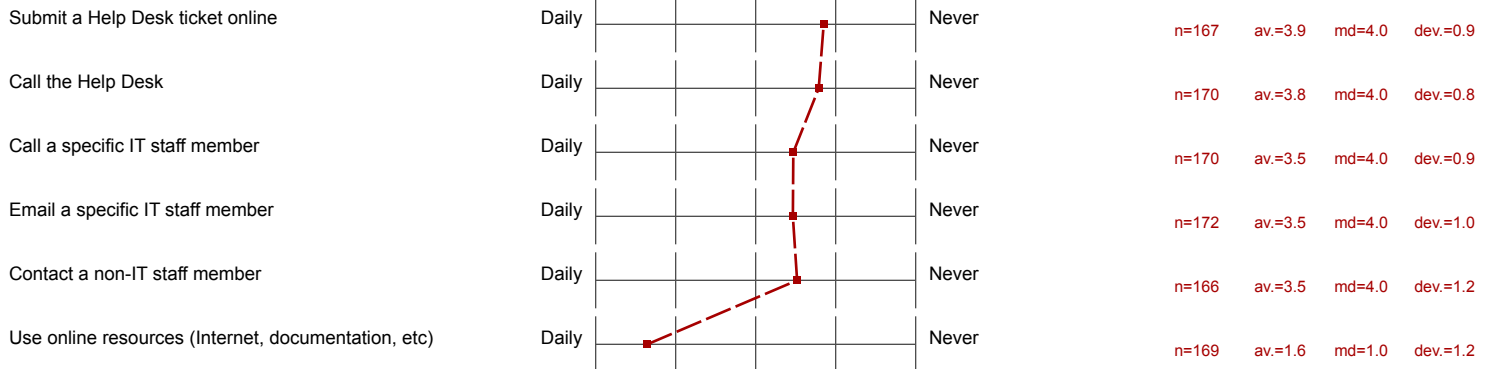


Profile

Subunit: Division of Information Technology
 Name of the instructor: Dr. Gabriel Fagbeyiro
 Name of the course: Technology Needs Assessment Survey
 (Name of the survey)

Values used in the profile line: Mean

Please complete this brief survey regarding technology needs.



Comments Report

Please complete this brief survey regarding technology needs.

First Name

- Ademola
- Aline
- Angela
- Anthony
- Antoinette
- Ashley
- Baozhu
- Bessie
- Beulah
- Bhaskar
- Brenda
- Brenda
- Breyale
- Bronwyn
- Camelia
- Carl
- Carliss
- Carolyn
- Charis
- Chelsea
- Chester
- Chiquita
- Chrisena
- Cindy
- Claudine
- Connie Dorsey
- Corinne
- Cynthia (2 Counts)
- Cynthia W.
- DAWN
- Dameoyn
- Dana

- Daniece
- Daphne
- Darryl
- Dawn (2 Counts)
- DeShoin
- Deadra
- Debbie
- Deborah
- Debra (3 Counts)
- Deneen
- Derrick
- Devin
- Devonye
- Diane
- Diedre
- Don
- Donna (2 Counts)
- Doris
- Douglas
- Eleanor
- Emily
- Emma
- Eric (2 Counts)
- Erin
- Evelyn
- Evelyn
- Fareed
- Fatima
- Fatina
- Felton
- Fred
- GWENDLOYN
- Grant
- Gwendolyn
- Harold
- Harry (3 Counts)
- Heather

- Helyn
- Holly
- Ibrahim
- Illya
- James
- Janice
- Jenita
- Joao
- Joe
- John
- Jonathan
- Joseph
- Joshua
- Joyce
- Joycelyn
- Julius
- Jung-Im
- Karen (2 Counts)
- Kathryn
- Katrina
- Kenneth
- Kenneth Brad
- Kenyetta
- Kimberly
- Kinesha
- Kit
- LOreal
- LaChandra
- LaShonda
- Lashounda
- Latricia
- Laurence
- Lena Mae
- Linda
- Lisa
- Marchella
- Marcus

- Mario
- Mark
- Mary
- Mary P. "Polly"
- Maya
- Melinda
- Melissa
- Mera
- Michelle
- Monica
- Mostafa
- Murty
- Newana
- Patricia
- Patsy
- Quiana
- RAMBABU
- Rachid
- Randell
- Rebecca
- Regina
- Riad
- Robbin
- Rodney
- Roshanda
- Roslyn
- Roxanne
- Ruth
- Sebhatu
- Sharon (2 Counts)
- Sherman
- Silas
- Stephanie
- Sung
- Sylvia
- Tavares
- Tiffany

- Tracey
- Tracy
- Venice
- Veronica (2 Counts)
- Walfredo
- William (2 Counts)
- Willmai
- Yadong
- Yi
- Yolanda
- Zanetta
- John
- Mary

Last Name

- Abdul-Salaam
- Anderson Sr
- Augustine
- BOBBA
- Banks
- Barley
- Barrilleaux
- Beals
- Belisle
- Bell
- Belmasrour
- Bercy
- Bianchini
- Blache
- Bordenave
- Bowman-Sims
- Briscoe-Long
- Brown (4 Counts)
- Bryant
- Cains
- Cantrelle
- Casarotti

- Cavalier
- Chaisson
- Chajia
- Chin
- Clark
- Collins (2 Counts)
- Cooper
- Cunningham
- Davidson
- Dawan
- DeRouen II
- Dickson
- Doughty
- Ekaidi
- Elaasar
- Elliott
- Evans
- Ford
- Foster
- Foy
- Franklin
- Freeman (2 Counts)
- Gallaud
- Gardner
- Gebrelul
- Giles
- Greenup
- Greggs
- HARRIS
- Hadrick
- Hall
- Harrell
- Harris
- Hegwood
- Henderson
- Henry (2 Counts)
- Henson

- Hernandez
- Hil
- Hudson
- Hulbert
- JAVIER
- Jackson
- Jackson-Osagie
- Johnson (7 Counts)
- Johnson
- Jones
- Kado
- Kambhampati
- Keelen
- Kight
- Knoll
- Lacy
- Lavergne-Brown
- Lawson
- Lewis
- Liu
- Livingston
- Lockhart
- Mackie
- Manrique
- Marshall (2 Counts)
- Martin (2 Counts)
- Matthews
- McDonald
- McEachin
- McGee
- McKenney
- Mellieon
- Mellion Patin
- Mills
- Mims-Devezin
- Nelson-Smith
- No

- Ojo
- Oloko
- Olubadewo
- Omojola
- Ott
- Outler
- PERKINS
- Phipps
- Pittman
- Pollard
- Porche-Frilot
- Qi
- Ramirez
- Reid
- Richardson
- Richter
- Rivera-Perez
- Roberts
- Robinson
- Robson
- Ruffins
- Russell (2 Counts)
- Scott-Clippis
- Scott-Stewart
- Seo
- Sewell
- Simms
- Skidmore
- Smith (2 Counts)
- Spears
- Stephens
- Tate
- Tennell
- Thibeaux
- Thomas
- Thompson
- Tietzel

- Toodi
- Triche
- Turner
- Vaz
- Venable
- Walker
- Washington
- Webster
- Wells
- Whitehurst
- Wiggins
- Williams
- Woodley
- Yehya
- York
- Zhen
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If other, please specify

- College of Nursing and Allied Health
- Adjunct Professor, SUNO and SUSLA
- Admission & Recruitment
- Agricultural Sciences
- Alumni Relations
- Arts & Humanities
- Arts and Humanities (2 Counts)
- BADM
- Biology
- CWD
- Center for African and African American Studies
- Clinical Legal Education
- College of Arts and Sciences
- College of Business
- College of Nursing and Allied Health
- Comptroller's Office
- Comptrollers'-Payroll
- Cooperative Extension
- Cooperative Extension
- Counseling
- Curriculum and Instruction (2 Counts)
- Department of Natural Sciences
- Department of Natural Sciences
- Department of Visual & Fine Arts
- Dept of Urban Forestry and Natural Resources
- E-learning
- Economics
- Education
- Electrical Engineering
- English & Philosophy
- English Department
- Evening and Weekend Division

- Facilities Management
- Faculty
- Family and Consumer Sciences
- Financial Aid
- Financial Aid
- Grants and Sponsored Programs
- Health Information Management Systems (2 Counts)
- Honors College and Biology
- Interdisciplinary Studies
- Joint appointment between research and academics
- Library
- Library
- MATHEMATICS
- Mathematics
- Music Technology
- Natural Sciences (2 Counts)
- Natural Sciences - College of Arts & Sciences
- Natural Sciences at SUNO
- Office of Auxiliary Services
- Office of Communications
- Office of Governmental Contracting services
- Outcomes Assessment and Quality Management
- Police Department (2 Counts)
- President 's Office
- President's Office/ Legal
- Professor
- Professor
- Psychology
- Public Safety
- Research/Advancement
- Respiratory Therapy
- SU Ag Center
- SUAGCENTER - Cooperative Extension
- SULC
- School of Social Work
- Social Work
- Sociology (2 Counts)

- Southern University Law Center
- Student Development Center
- Therapeutic Recreation and Leisure Studies
- Timbuktu Academy/LS-LAMP
- Title III (2 Counts)
- University Counseling Center
- Urban Forestry and Natural Resources
- Visual Arts
- World Languages
- and Extension

If other, please specify

- A state of the art learning system for students
- Convert paper transactions to electronic procedures similar to EPAF's
- Enhanced Moodle instruction opportunities; support for students lacking home access to computers and home internet
- Hardware - on campus pc is about 10 yr old, no camera. No smart phone or camera on pc at home. Also need software compatible on campus/at home.
- Having two different emails (SUS and SUBR) with different passwords for logins to different programs (Moodle, Banner, etc.) has been a total nightmare. The OneSU rollout was a mess. If I find it confusing, I cannot imagine what a less-tech savvy person would think. This is something that sorely needs addressed.
- Maintenance and continued training in the use of technology in smart classrooms
- More Technology training for professors who primarily teach face-to-face
- Please provide more on ground training by Ms. Wood and Ms. Veneable in reference to online instruction.
- Provide laptop computers for the faculty to use at home.
- Provide training on existing smart boards in classrooms; Provide resources and training on uploading and retaining recorded training sessions (a colleague recorded several training sessions but the sessions were lost when the software subscription was not renewed.)
- Provide updated software for staff and faculty on an annual basis. Provide the same minimum programs for all faculty and staff.
- Providing teachers with laptops
- Southen University must provide the necessary infrastructure needed to set up home office for faculty teaching online courses during the locked down situations or otherwise
- Think bold: Provide dedicated tablet sets to faculty to create in-class testing sessions. Students could appear in phases or shifts for hybrid testing/work-shopping sessions. 30 tablets per set.
- UPDATES!! Many of the computers, systems, programs and resources are outdated.
- Work from home access to large amounts of printing. The Grants Office prints a large amount of documents throughout the year.
- Zoom with unlimited time access
- virtual labs (software for self-design has higher flexibility; commercially pre-made less time consuming)

If other, please specify

- (1) allow faculty installation of software needed for academic program & research; (2) activate Banner option to allow faculty to create waiting lists for students in Banner; (3) activate Banner option to allow faculty to override pre-requisites in Banner
- AUTOMATE EVERYTHING!!

- Again, I need hardware and software that works.
- Automation of business process must include all documents (processes) for students such as drop/add, cross enrollment, open closed class, etc.
- Classroom presentations, including sharing capabilities for faculty & student use
- Improve online help desk system (ticket system, FAQ); Improve wireless access on campus; and Upgrade the University telephone system
- Improve sound to avoid interruption and failure
- Invest in a separate server to operate all the cameras and technology that the police department has to assist in keeping the campus safe
- More Technology training for professors who primarily teach face-to-face
- Provide servers for departments to have access to documents generated by others, rather than saving documents on individual CPU's and emailing coworkers documents which need to be shared.
- Providing computers for the faculty to use at home.
- Systems that work effectively and efficiently
- The HelpDesk system needs an overhaul.
- Unlimited Zoom access
- Use digital signatures for internal documents
- have a list of contacts for various IT issues (email, Banner, Moodle etc.) + VIRTUAL meetings with IT if needed to solve a tech issue
- my 'work' laptop computer is old and will need to be replaced soon; SU should provide faculty with a laptop so they can efficiently teach online courses
- none

If other, please specify

- (1) activate Banner option to submit student attendance; (2) activate Banner option to receive Moodle grades
- AUTOMATE EVERYTHING!!
- Ability to upload automated student curriculum guides and academic forms for ease of use and accountability
- Automating all of the university forms that circulate for signature, especially the academic forms.
- Automation of student course action items, such as request to have a closed class opened, be placed on the wait list for a course, request an override.
- Banner can be a powerful tool, but the most problematic part for me is the functionality. If I click on a specific CRN for a class, there is no reference that my menu has changed to represent that class until I click on a submenu to upload a grade or see a class roster. Some type of heading or course-specific menu would be useful. In addition, switching between classes or students is confusing and unintuitive. Student advising is difficult because common menu options are buried (like student transcripts). Finally, it would be wonderful if it defaulted to my university and the current semester at the top. That seems like such a small problem, but when you have 7-8 classes and you are constantly having to "find" your institution and the current semester, it is a huge drain.
- Degree Works
- It seems that we need to be able to do all of the above and not be limited, half stepping in technology.
- Linking and consistency of enrollment in Moodle and Live Text.
- More WebEx, Zoom, and Office 365 training
- Student Degree Audits and Submit Graduation Applications on Banner
- Submit my leave request online and Upload and automate faculty and staff credentials in Banner
- Unlimited Zoom access
- manage direct deposit accounts

If other, please specify

- Access to data bases for planning and grant writing. For example, number of students applications, enrollment, graduation rates would be helpful
- Being able to process forms electronically on and off campus.
- Have a laptop to work from home and Have a laptop to work from home
- Have a mobile phone or radio for all Facilities Management and Maintenance staff to use while out of the office or off campus.
- Have laptops for my graduate students
- I predominantly use a home laptop for the work I do at Southern, so remote access is not an issue for me, but I think it is important overall. I think a more secure firewall with a VPN like Cisco AnyConnect would be useful across campus.
- I would love to have a printer, scanner, and fax machine all in one provided to accomplish work-related tasks remotely.
- I have been lent a laptop but would like to make sure I can continue to use it at the house.
- Unlimited Zoom access
- While we are requested to select two, more than two of these functionalities is vital to effectively performing job responsibilities.
- access to my work phone would be the third selection
- reduced rate for high speed Internet at home

If other, please specify

- Internship placement software? Video sharing software. I don't know of others at the moment. Uploading documents to our unit website.
- Electronic forms to turn in donations
- General usage of Banner
- I don't know what these are, so they make the list.
- N/A
- Need instructions on how to access course schedules in Banner without having to login as a student.
- None
- None of the above
- Using teams
- what are these?

If other, please specify

- Advanced types of quiz questions (cloze, integrating audio in quiz, give possibility to students to record in a quiz question etc.)
- Am currently COVID Positive so I can't physically attend a session.
- Google Meet Training
- I am interested in above basic training in these areas, I would like advanced training
- I have already had a Moodle Quiz training and it helped a lot. The grade book is REALLY confusing though. Also, for Microsoft Stream, I'm not sure why I would need an entire training on screen recording - which is why I put it.
- N/A
- Other Moodle functions (e.g. assignments within platform)
- The University really needs to keep the smart classrooms functional. Our students really need that visual reinforcement. It is so disheartening to keep requesting a bud for the powerpoint and in a whole year I did not get it. Hence, the students did not have the benefit of the visual reinforcement. And I did not have the benefit of that technological teaching tool.

- To be frank, I am not a fan of the version of moodle that we have. I would like the university to consider canvass and blackboard or another system that allows for enhanced instruction.
- Use of zoom and teleconferencing
- need a camera

Agricultural Family and Consumer Sciences

COLLEGE OF AGRICULTURAL FAMILY AND CONSUMER SCIENCES
TECHNOLOGY REQUEST – ONLINE COURSE DELIVERY

(April 28, 2020)

The information presented below is a list of technology requested by faculty in the College of Agricultural; Family and Consumer Sciences to assist with on-line course delivery.

The request from each program-concentration is outline separately. It should be noted however that all program-concentrations require laptops / printers / scanners / and related hard/software. Specialized technology needed for the HFIL online program is requested here in the Human Nutrition and Food concentration

(This is not a totally inclusive and/or complete list)

NAME	QUANTITY	PRICE
FCS OVERALL NEEDS:		
Dell XPS 15 laptop 9 th Generation intel Core i7-9750H (12 MB Cache, 6 Core, up to 4.50 GHz) Windows 10 Home, 64-bit, English:	4	(\$1,957.98 /each) = \$7,831.92
Brother ADS-1250W Wireless Portable Color Desktop Scanner	4	(\$230.00/each) = \$ 920.00
VAVA USB C Hub 9-in-1 Adapter; 4K USB C to HDMI,USB 3.0 ports, 1Gbps Ethernet Port	7	(\$50.00/each) = \$350.00
CHILD DEVELOPMENT		
Dell Laptop 500 with 1TB of storage	3	(\$500.00/each) = \$1,500.00
Wireless Mouse	3	(\$25.00/each) = \$ 75.00
HP ink Jet Printer	3	(\$300.00/each) = \$ 900.00
Bluetooth Headset for computer/Laptop	3	(\$100.00/each) = \$ 300.00
Teachstone Library Video; 12-month subscription Infant/toddler \$ 175.00 Pre-K \$ 175.00 K-3 \$ 175.00	1	\$ 700.0
Full Adobe Acrobat Software	1	\$250.00

HUMAN NUTRITION AND FOOD

1. HD Pro Camera – Black – School Outfitters - SKU: DGL-126926 - **\$100.00**

HUE's HD Pro Camera is a lightweight and portable document camera and visualizer perfect for any learning space.

2. Virtual Food and Nutrition Laboratory

This quote was provided by Virtual Lab (Boston, MA); the proposal is attached. These modules may potentially be used across courses offered within the curriculum. It is suggested that we add an additional 15% to the initial investment(s) for unforeseen and incidental costs.

NAME	INVEST	QUANTITY
App-Based Virtual Training (1*Module) & Framework	\$25,000	1
Additional Module: Large (10mins)	\$9,000	1
Additional Module: Small (5mins)	\$6,000	1

3. Microsoft Surface Book 2 Laptop, 15" Touch Screen, Intel Core i7, 16GB Memory, 512 GB Windows 10 Pro - **\$2,900.0**

4. DELL XPS 15 Laptop - **\$1,957.98** - Quantity – 5

9th Generation Intel® Core™ i7-9750H (12 MB Cache, 6 Core, up to 4.50 GHz) Windows 10 Home, 64-bit, English; NVIDIA® GeForce® GTX 1650 4GB GDDR5 16GB DDR4-2666MHz, 2x8G; 512GB M.2 PCIe NVMe Solid State Drive

5. Epson WorkForce ES-60 Wireless Portable Color Document Scanner, B11B253201 - **\$160.00**

6. Adobe Acrobat Pro 2017, Windows (Download) - **\$500.00**

7. Nutritionist Pro Nutritional Analysis Software - by Axxya Systems - **\$2,500**

These items will be needed for demonstration of experiments in most of the AMTX LAB courses.

NAME	QUANTITY	PRICE
APPAREL MERCHANDISE & TEXTILES		
Movie maker pro - " Power Director 18 Ultimate"	2	(\$129.99/ each) = \$259.98
Canon - PowerShot G7 X Mark II 20.1-Megapixel Digital Video Camera - Black + 3 more items	2	(\$909.99/ each) = \$1,819.98
Ipad pros – 12.9 inch with 256 GB	2	(\$1099.99/ each) = \$2,199.98
Apple pens - 2 nd generation	2	(\$129.99/each) = \$259.98

NAME	QUANTITY	PRICE
AGRICULTURAL SCIENCES		
Dell XPS 15 laptop 9th Gen intel Core i7-9750H (12 MB Cache, 6 Core, up to 4.50 GHz) laptop	10	(\$1,957.98/ each) = \$19,579.80
Mobile Vlogging Kit	5	(\$50/ each) = \$250,00
GoPro Max Video recorder	8	(\$500/ each) = \$2,000
Adobe Prime Video software	4	(\$240/each) = \$1,920
Logitech c922 webcam	10	(\$99.00/ each) = \$1,000
Apple iMac all in one Core i5 3GHz-8GB-1TB desktop	2	(\$1,799.00) = \$3,598
2 Seville Classic Standing desk \$165 each = 330	2	(\$165) =\$330,00
HP scanner-wireless printing in one with ink	5	(\$500) =\$25,000
Apple iMac all in one Core i5 3GHz-8GB-1TB desktop	2	(\$1,799.00) =\$3598.00
HP Elite Monitors and accessories	2	(\$250,00) =\$500
Fezibo dual mount monitor stand	2	(\$99) = (198.00)

NAME	QUANTITY	PRICE
URBAN FORESTRY		
Dell 17 9700 laptop	8	(\$3,000/ each) = \$24,000
Dell tablets 8	8	(\$2,000/ each) = \$250,00
Mobile Vlogging Kit	8	(\$50/ each) = \$400
Adobe Prime Video software	8	(\$240/each) = \$1,920
Video conferencing webcam	8	(\$300/ each) = \$2,400
Arc GIS Licensing	3	(\$5,000) = \$15,000

College of Business

From: Donald Andrews <donald_andrews@subr.edu>
Sent: Saturday, May 30, 2020 11:10 AM
To: Bijoy Sahoo <bijoy_sahoo@subr.edu>
Cc: Ashagre Yigletu <ash638@yahoo.com>
Subject: Fw: Transition to Fall Needs (operations including technology)

May 30, 2020

Dear Dr. Sahoo:

Attached is the proposal that we provided previously. I would adjust this request to prioritize information technology resources for faculty, staff and students in the form of laptops and training. This would include additional laptops and training for faculty, staff and students with a budget as follows:

40 faculty and staff

Laptops and software \$2,000 = \$80,000

Online Teacher Training \$500 = \$20,000

500 undergraduate Students

Laptops \$600 = \$300,000

Total Request \$400,000

**COLLEGE OF BUSINESS PROPOSED PROJECT FOR FUNDING BY COVID – 19
STIMULUS BILL FEDERAL FUNDS (2020-2025)**

PROJECT TITLE: “Improving Education and Income Disparities in the African American Communities by Enhancing Innovation, Entrepreneurship, Leadership and Supply Chain Management Across the College of Business and University Curricula”

Activity Director: Donald R. Andrews, Dean COB

Co-Director: Ashagre A. Yigletu, Associate Dean COB

Co-Director: Sung No, Professor of Economics and Finance

Abstract

The purpose of this project which will be considered part of the Southern University Federal Stimulus Funding Proposal that is being implemented through Title III is to expand the educational and career opportunities for our students by enhancing their knowledge and skills in innovation, entrepreneurship, leadership and supply chain management across the curriculum, while supporting small business development in our immediate geographic area. This activity will engage students, faculty, and members of the small business community to create, launch, and grow business ventures as part of the recovery of the Louisiana and national economies from the devastating impact of COVID-19. Due to the unfavorable social conditions that have prevailed in the United States for generations in African American communities, such as lack of access to quality education, adequate health care services and high paying jobs, this community has been exposed to high rates of poverty and as a result become a major potential target for pandemics. Mitigating the ongoing adverse social conditions in the black communities requires a long term and well-thought strategies for wealth creation. One such strategy is to provide HBCU students and community access to quality education in Innovation, Entrepreneurship, Leadership and Supply Chain Management across the curriculum to take into consideration new risks and uncertainty in the global economy.

This will be achieved by:

- Enhancing existing entrepreneurship curricula, developing new innovation, leadership education and expanding supply chain management program across the curriculum and providing training to communities around our campus and service region through academic courses, workshops, conferences, and online programs;
- Supporting and conducting academic research that helps entrepreneurs and community leaders understand innovations taking place in practical ways.
- Providing the infrastructure for entrepreneurial and leadership learning projects for all students at Southern University Baton Rouge with outreach to the Southern University System.
- Fostering the exchange of ideas among inventors, innovators, entrepreneurs and leaders in the community through symposiums, workshops, and best practices events.
- Organize co-curricular activities such as internships, business plan, case, and pitch competitions for students to strengthen their theoretical knowledge taught in the classroom.
- Develop Summer Entrepreneurial, Leadership and Supply Chain Management Institute

I. What Will You Do? Description of the Program

This activity will create a campus-wide innovation, entrepreneurship, leadership and supply chain management across the curriculum for Southern University students and the community through on-campus and online programs, academic and experiential courses, workshops, maker spaces, and programs on innovation, entrepreneurship and leadership and early-stage venture development. The five-year activity will support a sustainable economic development culture by constructing an entrepreneurial ecosystem for preparing student and community entrepreneurs in developing viable venture models for early stage business plan, hackathon and pitch competitions. We will also add to the Baton Rouge Entrepreneurial Ecosystem. As Bill Aulet Managing Director of the MIT Martin Trust Center for MIT Entrepreneurship indicates in his November 2019 BizEd Magazine article entitled “Teaching Entrepreneurship, Cultivating Antifragility: Why There’s More to Entrepreneurship Education than Creating Startups” which is somewhat prophetic with respect to COVID-19, “An antifragile entrepreneurial mindset is not just a “nice-to-have” skill we teach to some of our students. It is a “must-have skill we should be teaching to all of our students.

II. How Will It Impact the Strategic Plan? Need for Program Activity and relationship to the University's and College's Strategic Plan

The activity will support both the missions of the University and the College. There is a great need for this program activity as we see the major creation of net new jobs in the economy being from the start-up business sector. Therefore, this program activity is designed to make students aware of future career trends and help them graduate with the knowledge and skills necessary to be successful in the changing business world that is being impacted by COVID-19.

University Mission Statement

Southern University serves a unique and diverse population of Louisiana, the nation, and the world through the nurturing, creation and the holistic development of its students as future business leaders that are entrepreneurial and ready to meet the needs and contribute to the success of the global workforce.

How Will it Benefit the University? Strategic plan integration

Since entrepreneurship is becoming integral to the University’s teaching, research and outreach mission, this program activity will provide the curriculum and infrastructure for innovation, entrepreneurship and leadership learning projects with global awareness to all students at Southern University. We will provide extensive outreach education and public service activities that serve the needs of our varied constituencies leading to increased enrollment, retention, graduation, placement by building an entrepreneurial ecosystem within our service community and beyond.

When Should the Project begin and end (1-5 years)?

Our projected time period to start, complete and end this project is 2020-2025.

Which Legislatively Allowable Activity Targeted?

We are Targeting COVID - 19 Stimulus Bill Federal Funds

How/Why Should the Project be Institutionalized? Curriculum and professional development

The project activity will be institutionalized as part of the College of Business Curriculum for concentrations, minors, and certificate programs. Innovation, entrepreneurial processes, supply chain management are the driving forces for employment and income growth in the 21st century. The activity will be directly responsible for the development and delivery of an innovative entrepreneurial curriculum.

Goal I

Create a campus-wide innovation and entrepreneurial curriculum and supply chain management for Southern University students and the community through on-campus and online programs, academic and experiential courses, workshops, maker spaces, and programs on entrepreneurship, innovation, leadership and early-stage venture development.

Objectives to implement Goal I:

- A. Expand and enhance existing courses and create new ones on innovation, entrepreneurship, leadership and supply chain management and early-stage venture development.***

Activities to implement Objective A

1. Infuse innovation, entrepreneurship, leadership and early-stage venture development elements into our existing courses;
2. Create new courses and concentrations in innovation, entrepreneurship, leadership and early-stage venture investment; including creation of minor, in entrepreneurship for non- business majors;
3. Provide curriculum expansion in the area of supply chain management that is critical as a result of the impact of COVID-19 pandemics on the global economy;
4. Invite thought leaders and practitioners to serve as Experts in Residence in the Entrepreneurial, Leadership and Supply Chain Management Summer Institute to teach modules in their respective fields from our alumni base, such as General Russel

Honore, Professor Ralph Christy and Franchise Owner Mr. Louis Henry that will be used in the development of this unique curriculum.

B. Encourage and motivate faculty participation in innovation, entrepreneurship leadership and supply chain management

Activities to implement Objective B:

1. Provide faculty opportunity to participate in the Price-Babson Symposium for Entrepreneurship Educators at Babson College and other programs;
2. Provide faculty with the necessary support to attend conferences in other universities and entrepreneurship related institutions;
3. Support entrepreneurial and leadership teaching, research activities and professional development for faculty and professional staff.
4. Provide team teaching opportunities between Business, STEM areas and Arts such as music.
5. Organize on-campus faculty development workshop on innovation, entrepreneurship and leadership by inviting prominent thought leaders in the disciplines.

Goal II

Support a sustainable economic development culture by constructing an entrepreneurial ecosystem for preparing student and community entrepreneurs in developing viable venture models for early stage business plan, hackathon and pitch competitions.

Objectives to implement Goal II

A. Support sustainable economic development organizations by constructing an entrepreneurial ecosystem for preparing student entrepreneurs in developing viable venture models for early stage competition.

Activities to implement Objective A:

1. Organize experiential learning opportunities for students through field visits and internships in entrepreneurship;
 2. Organize best practices and annual continuous improvement events for innovative students and young emerging entrepreneurs;
 3. In collaboration with business and industry partner organizations, conduct and participate in business plan, business case and pitch competitions, at least twice per year, in order to grow our students' entrepreneurial knowledge and encourage the development of team building skills among emerging entrepreneurs.
- B. Prepare students and emerging young local entrepreneurs for participation in a competitive entrepreneurial ecosystem for start-ups by improving the educational opportunities to gain experience in entrepreneurship education while supporting small business development in our immediate geographic area.**

Activities to implement Objective B:

1. Encourage faculty, staff, and students to engage in community economic and business development projects and services.
2. Provide experiential education outreach in the community to help revitalize the entrepreneurial spirit.
3. Provide support for faculty, staff and student travel, workshop planning, software, web-site maintenance, operating supplies, library materials and equipment needs.
4. Collaborate with Public and Private Organizations involved with small business development.
5. Summer Entrepreneurial, Leadership and Supply Chain Management Institute

**COLLEGE OF BUSINESS: INNOVATION, ENTREPRENEURSHIP AND
LEADERSHIP SUPPLY CHAIN MANAGEMENT ACROSS THE CURRICULUM
2020 – 2025 ACIVITY PROGRAM**

**BUDGET NOTES
2020-2021**

A. <u>PERSONNEL</u>	<u>HBCU</u>
Project Director	-0-
Associate Project Director	-0-
Assistant Project Director	-0-
 Professor #1 (Summer Business Institute Salary)	 7,000
 Professor #2 (Summer Business Institute Salary)	 7,000
 Professor #3 (Summer Business Institute Salary)	 7,000
 Professor #4 (Summer Business Institute Salary)	 7,000
 Professor #5 (Summer Business Institute Salary)	 7,000
 Professor #6 (Summer Business Institute Salary)	 7,000
 Professor #7 (Summer Business Institute Salary)	 7,000
 Undergraduate Student Mentors	 4,100
 Two Graduate Student Assistants	 18,000
 Consultants for Instructional Courses Development (Professional Service)	 <u>10,000</u>
 TOTAL PERSONNEL	 <u>81,100</u>

Justification: Personnel (attached below)

**BUDGET NOTES
2020 - 2021**

B. FRINGE BENEFITS

Computed @37.71% on \$49,000 of faculty salaries 18,477

TOTAL FRINGE BENEFITS **18,477**

Justification: Personnel

Project Director

The project director will provide overall administrative planning, staff and policy direction in managing and implementing the entire project. These responsibilities include selection of all personnel, supervision of research and travel, program evaluation and submission of progress and final reports.

Associate Project Directors

The associate project directors will coordinate with the project director overall administrative planning, organization, staff and policy direction in managing and implementing the entire project. These individuals will coordinate the instructional components and program activities into the curriculum and supervise the workshops, training and all additional programs associated with the project.

Professors

Seven expert faculty members are required for implementing the Summer Business Institute Program. The curriculum for this program is designed to provide future innovators and entrepreneurs with fundamentals of business, entrepreneurship, leadership innovation and supply chain management. The curriculum includes instruction in Accounting, Economics, Entrepreneurship, Finance, Management, Marketing and Sales. In addition, participants will have review sessions on basic skills testing. Undergraduate students will serve as tutors and assist with the instructional programs. The objective of this summer outreach program is to assist participants in improving their understanding of the analytical methods needed for success in business in the post COVID-19 pandemic.

**BUDGET NOTES
2020-2021**

Justification: Personnel (continued)

Faculty members will be compensated during the summer for conducting these workshops.

Undergraduate Student Mentors

Undergraduate student mentors will be employed to assist with the Summer Business Institute. Undergraduate mentors will work 20 hours per week and will be paid according to the guidelines that have been developed by the Southern University regarding undergraduate employment.

Graduate Students

Four graduate students with computer science and/or business backgrounds will be used to provide assistance and support to the assistant project director who directs the technology enhancement in the classrooms and conducts research activities on entrepreneurship and innovation. Graduate assistants will work 20 hours per week and are paid according to guidelines as provided by the graduate school.

**BUDGET NOTES
2020-2021**

C. TRAVEL

HBCU

Price-Babson Symposium for Entrepreneurship Educators (Four faculty) ()	
Airfare: 4 people @ 500	2,000
Registration 4 people @ 3,150	12,600
Allied Social Sciences Association Annual Meeting () (Two faculty) ()	
Airfare: 2 people @ 500	1,000
Registration: 2 people @ 200	400
Per Diem: 2 people @ 187/day x 3 days	1,122
AACSB-International Annual Conference () (Two faculty) ()	
Travel: 4 people 600	2,400
Registration: 4 people @ 1,100	4,400
Per Diem: 4 people @ 235/day x 3 days	1,410
AACSB-International Dean's Conference () (One faculty) ()	
Travel: 1 person @ 100	100
Registration: 1 person @ 900	900
Per Diem: 1 person @ 200/day x 3 days	600
Academy of Management () (One faculty) ()	
Airfare: 1 person @ 600	600
Registration: 1 person @ 500	500
Per Diem: 1 person @ 3/day x 3 days	900

**BUDGET NOTES
2020 - 2021**

TRAVEL (Continued)

HBCU

American Accounting Association Annual Meeting ()

(Two faculty) ()

Airfare: 2 person @ 800 1,600

Registration: 2 person @ 500 1,000

Per Diem: 2 person @ 220/day x 3 days 1,320

Western Economic/ Finance Association (TBA)

(One faculty) ()

Airfare: 1 people @ 900 900

Registration: 1 people @ 300 300

Per Diem: 1 people @ 220/day x 4 days 880

American Marketing Association (TBA)

(One faculty) ()

Airfare: 1 people @ 700 700

Registration: 1 people @ 200 200

Per Diem: 1 people @ 220/day x 3 days 660

Supply Chain Management Conference Association (TBA)

(One faculty) ()

Airfare: 1 people @ 700 700

Registration: 1 people @ 1000 1,000

Per Diem: 1 people @ 220/day x 3 days 660

International Association for Computer Information Systems ()

(Two faculty) ()

Airfare: 2 people @ 700 1,400

Registration: 2 people @ 1000 1,000

Per Diem: 2 people @ 220/day x 3 days 1,320

TOTAL TRAVEL

42,572

BUDGET NOTES **2020- 2021**

Justification: Travel

Travel will be used for the College of Business faculty who will attend professional meetings and conferences. This is directly related with the objective to increase faculty development for greater productivity in teaching, research, and service with emphasis in the areas of innovation, entrepreneurship and leadership and continuously improve the accreditation standing of the college.

As the College of Business strives for continuous improvement to enhance its AACSB International accreditation it is critical that faculty attend AACSB conferences, seminars and workshops to better understand the standards for accreditation and new trends business education that includes innovation, entrepreneurship, leadership and global awareness. Attendance at the assessment seminars and others will allow faculty in the college to participate in the dialogue on best practices used in the accreditation review process.

Attendance at academic conferences such as the MIT Entrepreneurial Institute, Price-Babson Entrepreneurship Symposium, University of Austin IC², American Accounting, Finance, Marketing, Management and Economic Association meetings is critical for our understanding of the trends taking place in academic programs and research at leading schools of business with respect to the entrepreneurial curriculum.

Attendance at major professional conferences will help to increase the capacity of the college to understand the changes taking place in various disciplines in order to maintain accreditation and the currency of the College's curricula in the area of innovation, entrepreneurship, leadership and the global economy.

BUDGET NOTES
2020-2021

D. EQUIPMENT

HBCU

None

-0-

TOTAL EQUIPMENT

-0-

Justification: Equipment

**BUDGET NOTES
2020-2021**

<u>E. SUPPLIES</u>	<u>HBCU</u>
3 High-Feed Scanners @500	1,500
1 Projectors @2,500	2,500
1 Printer @ 700	700
Logitech Harmony Hub KB (3@150)	450
Logitech Harmony Hub (10@100)	1,000
Security DVR	2,000
Cables, Adapters, Accessories and Mounts	2,000
30 Desktop Computers@1,200	36,000
2 Laptops@1,300	2,600
Replacement Bulbs/Ink/Monitors/Keyboards/etc	1,000
General Office Supplies	4,574
Printer Supplies	1,100
3-D Printer	3,500
1 NEC 46" Commercial Displays@2,000	2,000
	<hr/>
TOTAL SUPPLIES	<u>60,924</u>

Justification: Supplies

Supplies such as desktop computers, scanners, monitors, displays, projectors, scanners, and computers are needed to enhance our technology needs in order to create a conducive teaching and learning environment in the classrooms and implement the goals and objectives of the proposed project,

**BUDGET NOTES
2020 - 2021**

<u>F. CONTRACTUAL</u>	<u>HBCU</u>
NONE	-0-
TOTAL CONTRACTUAL	-0-
 <u>G. CONSTRUCTION/RENOVATION</u>	
<u>Information Technology Enhancement</u>	
Design Fees	8,700
Construction/Renovation/Installation	<u>58,000</u>
 TOTAL CONSTRUCTION/RENOVATION	 <u>66,700</u>
<u>Justification: Construction/Renovation</u>	

Technology Enhancement: Classrooms 201, 214, 213, 222 and 313

Re-Configure Technology: Provide high efficiency audio video classrooms experience for implementing the goals and objectives of the proposed activity program and improve student learning performance, conference presentations, online instruction and energy conservation.

**BUDGET NOTES
2020 -2021**

H. OTHER

HBCU

Quick Books	1,770
SAP Hosting Fees	8,600
Interactive Data Inc.	2,050
Business and Financial Database	3,600
Financial Trading Systems	5,000
SAS	5,920
Adobe Connect	1,500
IMPLAN	3,200
RiseDisplay Data Feeds and Services	2,500
Markstrat Simulation Software	1,800
Keysight Courseware	3,600
Project Propel	4,000
TOTAL OTHER	43,540

Justification: Other

All software will be utilized to enhance the College of Business. This software will be used in the labs on multiple PCs as they are needed for information technology enhancement of our academic classrooms to support our proposed curriculum in innovation, entrepreneurship and leadership. The instructional technologies enhancement will include simulation, supply chain and statistical based training to the College of Business students.

Annual Total.....**\$313,313.00**

The Total budget requested by the College of Business for implementing the proposed “Innovation, Entrepreneurship, Leadership and supply Chain Management across the curriculum amounts to \$313,313.00 per year or \$1,566,565 for a period of five years.

Honors College



Dolores Margaret Richard Spikes Honors College

Office of the Dean

P. O. Box 9413

Baton Rouge, Louisiana 70813

Office: 225-771-4845

Fax: 225-771-4848

TO: Dr. Bijoy Sahoo,
Interim Executive Vice Chancellor

FROM: Karen E. Crosby, Ph.D. *KEC*

DATE: May 30, 2020

SUBJECT: Fall 2020 | Transition Needs Assessment

The Honors College needs assessment for the Fall 2020 transition back to campus covers three areas: Scholarships budget, Technology, and Facilities needs.

SCHOLARSHIPS

For Spring 2020, the Honors College adopted a scholarship retention policy (attached) in congruence with the SUBR COVID-19 grading policy. In summary, the policy protected students from losing their scholarships if they maintained GPA eligibility, even if they had to complete COVID-19 Pass/Withdraw actions to do so. The requirement to complete a minimum of four Honors Credits for the semester was waived if they had the appropriate amount of approved H-option contracts in place or honors-designated courses. We will not know the specific impact of these scholarship retention policy waivers until the COVID-19 grade actions are completed, at which time we will obtain the student report from the Office of Institutional Research and Assessment.

Based on estimates from Fall 2019 and Spring 2020, we expect up to an additional \$200K of scholarship obligation on top of the scholarships that would normally carry forward to the fall semester (\$356K for 195 scholars carried over in Fall 2019) for a total obligation for continuing students of at least \$550K in Fall 2020. Fall 2019 awards totaled approximately \$556K, including exactly \$200K to 81 incoming freshmen and about 20 transfer students and campus recruits. That leaves **a dearth of nearly \$200K for recruiting high-quality freshmen for the Fall 2020 semester.**

TECHNOLOGY

General. With increased demand on Wi-fi and Internet, those systems may need reinforcement in the building.

Classroom. The capacity for teleconferencing must be upgraded in the Honors College building. DoIT technical staff will likely need to do a professional assessment. Estimated needs include:

- a camera to allow video capture inside the classroom
- the equipment/connectivity to share the computer screen visuals remotely
- a remote microphone and/or a computer microphone

Conference Room. Similarly, the audio/visual equipment in the conference room needs repair; the audio and video conferencing tools are currently inoperable.

Faculty/Staff Offices. We used remaining 2019-2020 funds to purchase web cameras for the office computers. However, other computer peripherals (e.g. microphones or headsets) may be necessary for fully functional web meeting capabilities.

FACILITIES

Building. The ventilation needs improvement in the building, especially in the classroom, conference room, and staff offices. A maintenance review of the cooling, heating, and air filtration system is needed to ensure proper airflow to minimize microdroplet suspension in closed spaces.

Main Classroom. The Honors College Building classroom needs professional evaluation of how to best position the desks and seating in the main classroom. Currently, there are 14 six-foot tables set up with seating for two persons per table. A professional assessment is needed to determine whether tables need to be repositioned, if some tables should be removed, and/or if plexiglass should be installed at the podium.

Conference Room. The conference room has a large table inside and we need advisement on how to seat people at the table within social distancing guidelines. It would be helpful if a modular table could be installed that would allow the room to be converted to use in either a conference configuration or in a classroom configuration allowing it to be used as an overflow classroom space where students can participate in class “remotely” from across the hall. This might also facilitate need for computer stations or laptops/iPads for students to allow learners in overflow areas to still interact with the instructor and the entire class. There is also a *small classroom space* that is frequently shared with the TRiO programs. It could also use such assessment of furnishings, seating for proper distancing, and it needs computer(s) and equipment for remote functions.

Faculty/Staff Offices. Employees must conference face-to-face with students when on campus, which may require installation of plexiglass screens around desks to facilitate safe exchange. The additional offices spaces are frequently used to house student workers and they sometimes sit three to four at one time in a single small office. That would not be able to continue, therefore, we will have limited space to accommodate student workers. This might be another situation to have professional consultation about installing partitions to separate students and limit them in the space, as well as structuring their work hours to prevent too many from being present at a single time.

Common Areas. Common areas in the building include the entrance/exit doors, classrooms, conference room, lobby, copy machine and records room, kitchen/faculty lounge, restrooms, and student worker offices. Accommodations are needed for frequent cleaning by custodial staff, adequate inventory of cleaning supplies, and instructions/sanitation protocols for users as they move in and out of common areas. The Honors College did use remaining 2019-2020 budget funds to purchase hand sanitizer stations for the building which will need to be refilled frequently. The *lobby seating* may need to be rearranged or replaced to accommodate proper social distancing.

College of Humanities and Interdisciplinary Studies

Dr. Bijoy Sahoo
Interim Executive Vice Chancellor
Southern University and A & M College
Baton Rouge, LA 70813

May 29, 2020

Dear Dr. Sahoo,

In response to your request for information on classroom technology in the College of Humanities and Interdisciplinary Studies, I requested assistance from Marcus Brown who provided me with an outline of needs to make convert our classrooms to smart classrooms and allow them to be used for distance learning.

Please see the information below:

1. Screens for each classroom in Harris, Stewart, Hayden, Debose halls
2. Projectors for each classroom in Harris, Stewart, Hayden, Debose halls
3. Videorecording cameras for each classroom in Harris, Stewart, Hayden, Debose halls
4. An audio ecosystem that can connect to an Ethernet cable in Harris, Stewart, Hayden, Debose halls
5. Interactive boards to accommodate in-class and distance learners (example Google Jamboard)
6. Laptops or tablets for each instructor
7. Podium for each classroom that can integrate with the technology

Essentially, I request that each classroom in Harris, Stewart, Hayden, Debose halls be equipped with conferencing platforms that can integrate with our campus learning management system, Moodle, and will allow instructors to screen share, annotate, record and whatever else is needed during a face to face as well as distance learning lecture. I have attached information from the Music department that outlines their technology needs to ensure successful completion of the new degree option they are building, Music Technology. Additionally, the Chair of English has requested that four Harris Hall classrooms be converted into two by removing the separating walls between them. Finally, Speech and Theater has requested 2 projectors with carrels for art and theater classes.

Warmest regards,

Cynthia Bryant, Ph.D.

80" LED 1080P Television
 8 port PoE network switch
 Wireless Keyboard and Mouse
 White Ceiling Microphone Array
 X-Large Fusion Tilt Wall Mount
 Non-Metallic Raceway
 Rackmount Power Bar w/Series Surge Protection
 2 Outlet Compact Series Surge Protector
 ZoomSHOT 30 Fixed Camera w/ Qmini system
 1 Space Vented Rack Blank
 4 VT2 Middle Atlantic
 2 Space Vented Rack Blank
 3 Space Vented Rack Blank
 TLP Pro 725T Table Top Touch Panel
 IN1608 xi IPCP MA70 Switcher/Processor
 FF220T Ceiling Speakers (Pair)
 DTP HDMI 4K 230 RX Receiver
 Cable Cubby 500
 Cable Cubby Power w/USB
 12' HDMI Ultra Series Cable
 6' HDMI Ultra Series Cable
 3' HDMI Ultra Series Cable
 ShareLink 200 W Wireless Collaboration Gateway
 Rackmount Shelf
 1 TesiraFORTE AI Biamp
 2 HD-TX-101-C-E Crestron
 Audio Digital Signal Processor
 DM Lite HDMI over Catx Transmitter
 DM Lite HDMI over Catx Receiver
 In-Carpet Wireway and Transition Ramps
 Wireway End Components
 16RU Credenza (Color - Absolute Elm)

\$28,016.57
\$8,415.00
\$0.00
\$0.00
\$36,431.57

Covid-19 Pricing Estimates for Online Courses

Hardware

All Apple hardware includes AppleCare in the pricing. The MacBook Airs also include a USB add-on cable and a lightning add-on (\$19 each). We usually get discounted AppleCare when we order through our Apple sales rep, so this price may be slightly cheaper.

	<u>Cost/unit</u>	<u>Total</u>
50 MacBook Airs:	\$1,166.00	\$58,300
or		
25 MacBook Airs:	\$1,166.00	\$29,150
or		
50 iPads:	\$378	\$18,900
or		
25 iPads:	\$378	\$9,450

MIDI Keyboards

I tried to choose keyboards with full-size keys that were lightweight. Weighted keys add significant price point. I also looked for keyboards that could double as controllers for use in the lab when not teaching from home.

Speaking to the secondary piano instructor, 50 keyboards might be the best route. He estimated 1/3 of students had access to a piano or other keyboard.

100 MIDI Keyboards

Yamaha Piaggero NP-12 61-key Piano with Speakers	\$199.99 each
	Total (199.99 x 100) = \$19,999

50 MIDI Keyboards

	\$199.99 each
	Total (199.99 x 50) = \$9,999.50

2 Full-size Weighted Keyboards

Yamaha P-45 88-key Weighted Action Digital Piano	\$499.99 each
	Total (499.99 x 2) = \$999.98

Or

Roland GO:PIANO88 88-key Music Creation Keyboard	\$399.99 each
	Total (399.99 x 2) = \$799.98

Software

(Estimations made for approx. total number of music students for home use)

Finale

Academic Institutions \$135/seat	x200	\$27,000
	X150	\$20,250
	X100	\$13,500

or

Students can buy Finale for \$99

Sibelius

Academic Institutions \$299/seat	x200	\$59,800
	X150	\$44,850
	X100	\$29,900
	X5	\$1,495

or

monthly subscription \$9.99	x200	\$1,998/month (\$11,988/six months)
	x150	\$1,498.50/month (\$8,991/six months)
	x100	\$999/month (\$5,994/six months)

Pyware

\$499 per license (\$200 for an extra seat / \$400 for 2 extra seats)
\$75 for a six-month college license

Charms

\$395/year unlimited students and users

Library Services

Strengthen Library Services

Technology Café for Graduate Students \$150,000

With additional collaborative learning spaces in the library, student surveys indicate the necessity for quiet and dedicated space for graduate students. The Café would include technology and software to assist with research and dissertation assistance. The Café would also be used to enhance recruitment of graduate students.

eBooks and other digital library resources (videos and eJournals) \$100,000

The COVID-19 disruption clearly demonstrated the need for online library resources such as eBooks, digital academic videos, and eJournals as students did not have access to the physical print collections. Furthermore, the library is transforming into a digital learning space and collections need to be expanded and updated. We are strategically re-purposing areas for advanced technological spaces and removing physical books. There is a need to replace some of these print collections with eBooks and other online resources to support instruction, learning, and accreditation requirements. This is especially needed in the STEM disciplines.

24/7 Library Building Access \$180,000

The Student Center area of the library which houses the coffee shop should be redesigned to provide 24/7 access to Wi-Fi, laptop vending machines, and student seating. Upgrading this space to be open 24 hours per day and seven days a week ensures all Southern University students will have internet access and necessary technology to complete assignments and conduct research. Student users will only be able to enter this area with id card access privileges. The rest of the library will remain locked and inaccessible. Security cameras connected to the SU Police Department will be installed. This project would require minimal construction and design costs while satisfying requests by students for 24/7 access to the library.

Digital Maker Studio \$ 145,000

Students need a space to design, create and produce digital projects. From presentations to digital storytelling apps using state-of-the-art technology and software. Creative videos, sound recordings, and apps will be developed in this studio. Students from all academic majors will also be able to record and practice presentations and have actual online interviews in this studio. The Digital Maker Studio will increase student technology skills, productivity, innovation and marketability.

Total Library Enhancement Request \$575,000

Nelson Mandela College

Nelson Mandela College Funding Request

Requests / Budget

The items requested would improve the academic programs, infrastructure, instructional facilities, student academic access, student facilities and technology.

Description of Items Requested	Estimated Cost
Classroom Furniture <i>Purchase new furniture, lecterns, desks for classrooms that meets ADA and regulatory compliance for all student classrooms on the first and second floors of Rodney G. Higgins Hall. (Current furniture is not adequate and has not been changed since the buildings opening.)</i>	\$300,000.00
College Auditorium <i>The college is in dire need of a large room with technology for lectures, forums, speaker series, student meetings, etc. Some of the large classrooms on the first floor can be repurposed to create the space.</i>	\$200,000.00
Classroom Technology & Media <i>Upgrade classrooms to "Smart" technology classrooms to facilitate the latest in technology to improve the learning experience.</i>	\$400,000.00
Total	900,000

Nursing and Allied Health

SUBR COLLEGE OF NURSING AND ALLIED HEALTH

TECHNOLOGY NEEDS

FALL 2020

School of Nursing:				
Research Infrastructure: Computers, Data Analysis Software (to support quantitative and qualitative research analysis, Seed Funding for pilot studies, supplies, etc.	1		\$	50,000.00
Security: Key Card Access for the entire School of Nursing	1		\$	20,000.00
Security Employee for the School of nursing	1		\$	30,000.00
Security Cameras for the School of Nursing with dvr recording on all floors inside and outside	1		\$	20,000.00
Software: Shadow Health for Graduate and Undergraduate Program	2		\$	32,000.00
Equipment: Simulation Mannequins with laptops (range from 50,000 to 150,000 per mannequin) (need 4)	4		\$	400,000.00
Low Fidelity Simulators (mannequins for task training, critical thinking practice skills) (\$3,500 – 15,000) each (need IV starting, Catheter insertions, wound care, vital signs, etc.)	1		\$	15,000.00

Monitoring Room with DVR recording to monitor student simulation labs (4)	1		\$	10,000.00
Nursing Anne Simulator Includes Full Body Manikin with articulating arms and legs.	1		\$	50,000.00
Telehealth Video Platform – two-way audio and video communication platform			\$	8,000.00
ProctorU Exams– secures offsite testing and proctoring program (\$55 per student for 5 exams)	400		\$	110,000.00
FACULTY/STAFF		COMPUTER	APPROXIMATE COST	
Dean's Office	1	1 Apple computer/dual monitor	\$	5,500.00
	1	1 MacBook Air		
Professional Staff Computers	6	Dell OptiPlex 5270 All-in-One w/webcam	\$	4,200.00
Dean's Conference Room	2	1 Moveable computer whiteboard	\$	5,000.00
Auditorium – Rm 126	1	Smart Classroom with webcams	\$	1,000.00
Auditorium – Rm 129	1	Smart Classroom with webcams	\$	1,000.00
Graduate Computer Lab	21	21 Computers – Need 21 drops in the lab and electricity to the cubicles grounded Dell OptiPlex 5270 All-in-One	\$	14,700.00
Smart Whiteboards for all classrooms Clinical Essential Skills Videos for all nursing levels 10 Smart Classrooms with webcams	10 400 10	Smartboards for Nursing Classroom Smart Classroom need webcams	\$ \$ \$	20,000.00 275,600.00 10,000.00

FACULTY				
Dell OptiPlex 5270 All-in-one/webcam		30	Dell OptiPlex 5270 All-in-One w/webcam	\$ 30,000.00
Laptops for Nursing Faculty to work remotely		30	Dell Laptops w/ webcams	\$ 30,000.00
Network Copier/Printer for Faculty Suite		1	Network Copier Printer	\$ 2,000.00
COMPUTER LAB				
IT Professional Staff (2/40,000)		2		\$ 80,000.00
Small Computer Lab		22	Dell OptiPlex 5270 All-in-One w/webcam	\$ 15,400.00
3rd floor Simulation Lab with webcams		4		\$ 200,000.00
Testing Center for School of Nursing		100	Dell OptiPlex 5270 All-in-One w/webcam	\$ 100,000.00
Large Computer Lab		70	Dell OptiPlex 5270 All-in-One w/webcam Need electricity to the cubicles – grounded	\$ 50,000.00
TOTAL				\$ 1,589,400.00
Department of Speech-Language Pathology and Audiology Needs				
4 portable audiometers for hearing screenings				\$ 4,500.00
Three 21 st Century Classrooms in Augustus Blanks Hall				
RM 107 Blanks Hall- Interactive 75-inch Screen TV for Therapy				
4 LCD Projectors \$6500 (RM 121, RM 127, RM 107, and RM 240AB Blanks Hall)				\$ 6,500.00
25 MAC Desktop Computers for computer lab=\$1049=\$26,225				\$ 26,225.00

12 MacBook Pro 13 inch=\$1200 =\$14,400 (for clinical supervisor to use in therapy)					\$	14,400.00
4 IMAC 21.5 inch desktop computers =\$1049= \$5245					\$	5,245.00
15 IPAD Air \$499 each=\$7485 (this is for students to use in therapy rooms in our clinic)					\$	7,485.00
Language Interactive Apps=\$5500					\$	5,500.00
Virtual Teletherapy Platform=\$2500 annually					\$	2,500.00
SALT Program for speech language analysis=\$2500					\$	2,500.00
Conference Room-75-inch flat screen TV (interactive) with Digital Projector						
RM 107 Therapy Room (85-inch Interactive Flat screen TV) to be used in conjunction during speech therapy and remotely						
TOTAL					\$	74,855.00
GRAND TOTAL					\$	1,739,110.00

College of Sciences and Engineering



COLLEGE OF SCIENCES & ENGINEERING
OFFICE OF THE DEAN

Post Office Box 9969
Baton Rouge, LA 70813
Office: (225) 771-5290
Fax: (225) 771-5721

May 29, 2020

Dear Dr. Sahoo:

After meeting with the department chairs/program leaders and students regarding their needs, an amount of \$460,000.00 is requested to enhance the quality of online instructions in the College. Below is the budget along with a short justification.

Thanks for your continued support.

Sincerely,

Patrick Carriere, Ph.D., P.E.
Professor and Dean

College of Sciences and Engineering Budget and Justification for Upgrading Online Instruction

Budget:

	Quantity	Unit Price	Total Cost
Hardware			
Laptop Computers (for faculty and Students)	90	\$2,100.00	\$ 189,000.00
Video Camera and accessories	15	\$2,000.00	\$ 30,000.00
Upgrade Home Network			\$ 10,000.00
Other (Wireless headset, external hard drive, discovery board, smart board, etc.)			\$ 100,000.00
Software			\$115,000.00
Compensation for Faculty Coaches	4	\$4000.00	\$16,000.00
Total Cost			\$ 460,000.00

Budget Justification

A. Hardware

1. Laptop computers for faculty, staff, and students (many faculty, staff, and students have older, incompatible, and/or no computers).
2. High-definition video camera (to record lecture and lab experiments)
3. Smart Whiteboard (for delivering quality lecture and lab information)
4. Wireless headset/wireless microphone (to improve video conferencing quality)
5. External hard disk drive (to store videos and other course materials)
6. Analog Discovery Boards (for hands-on lab experiments)
7. Microsoft surface (for pro drawing tablet)
8. Touchscreen monitor (for better delivery of instruction)
9. Home Network Upgrades (Faculty need upgraded network equipment to effectively deliver lectures without interruption)
10. Headsets with microphone, Keyboard and mouse
11. Server room upgrade

B. Software:

1. PSpice
2. LabVIEW
3. SPSS
4. SOLID EDGE
5. AUTOCAD
6. ANSYS Academic Multiphysics
7. Courseware for Biology and Chemistry

C. Compensation for Faculty Coaches:

Some faculty members need help to design their course and to create videos, audio files, and other instructional components to engage their online learners. When students have clear directions and expectations, they are less likely to drop out of their online courses. We need to assign faculty coaches well qualified with Quality Matters from the College to support faculty and to evaluate online courses for quality, integrity, and efficacy.

