
QEP budget requests

From : Jennifer Hamilton <jen@louisiana.edu>

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Subject : QEP budget requests

To : Susan Richard <smr@louisiana.edu>

Okay, last email from me today. I promise!

I'll be in Baton Rouge on Monday with Janelle for the LLA Board meeting, but on Tuesday or Wednesday next week would you have 20 minutes to talk with me about QEP budget requests?

Our library instruction QEP committee (Sherry, Randy Gonzales, Tiffany, Ian, Reese, library GA, and me) will be meeting on Thursday morning, and I am drafting our library section for committee review at that meeting. Randy has emphasized that the budget requests are an important part of that proposal, and I want to make sure to confer with you on that section because I want to be sure that what I am putting in our draft request is consistent with your strategic goals for the library as a whole, and benefits from your experience with these sorts of things. It is my first QEP, but you've seen this all play out more than once and understand the budget approval dynamics and politics of it in a way I just don't yet.

So far, these are my wishlist items as far as budget goes:

PRIMARY WISHLIST

- 5 stand-alone **Adobe Captivate** licenses (not a subscription but the most recently released downloadable software version) for me, the Instruction GA, Tiffany, Ian, and Heather. This will allow us all to create modules for the library Moodle course that is one of the most important parts of QEP library instruction plan. The new version includes support for learning units embedded in 360 photos, and would make it possible for us to integrate quizzes students would have to pass to receive a pdf certificate of completion for each module. (5 seats, [Adobe Captivate 2019 or 2020 release](#))
- **New furniture for the Bib Lab**
 - Round tables with computer cabling dropped down into the center of each table from the ceiling (Arthur and I have talked about this and he said he could help us find and price the furniture and cabling) to facilitate group work and make it easier for instructors to move around and provide one-on-one assistance to all students
 - Rolling chairs like the new ones in Reference that take up less space and are more ergonomically supportive of students
 - Rolling whiteboards (one per table) for group exercises
- **New screen for Bib Lab** that matches the widescreen aspect ratio of the new projector. The mismatch between the aspect ratio of screen and projector means the image projected is smaller and harder to read from the back rows than it used to be.
- **Big whiteboard** to be mounted on the wall behind the projector screen
- **Webcam, headphones, and microphone** for Instruction GA to aid in the provision of webinars, library instruction live streams, and production of library instruction training materials.
- Professional color printing and foam core mounting of **6 large posters promoting core library databases** and helpful research mantras like "SEARCH TERMS: Not about perfection, good results take **persistence**."

BIG DREAM WISHLIST

- **Adobe Creative Cloud** subscription (5 seats for at least first 3 years of the QEP) to assist in the creation of attractive, university brand-compliant online library instruction modules.
- Set of **30 laptops in rolling charging cart** that can be used to set up a mobile library instruction lab as needed using the big tables near Jazzman's (in the alley where the massages happen on stress release day), in the Staff Lounge, in the Louisiana Room, or the Gaines Center. These laptops could also help us when we need to squeeze a class of 40 into the Bib Lab, which happens once or twice a semester, and to accommodate a class of 30 in the ROC lab.
- **2 Wifi signal boosters** to support better laptop lab web access in the Bib Lab and Staff Lounge.
- **New computer and a second monitor for Instruction GA** to aid in the design of Moodle modules - current GA computer might not be able to run Adobe Captivate and Cloud applications efficiently, and a second monitor would help in a lot of instruction administration and instructional design work.

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