IT Project Request Form
Please complete all information

Send completed form to the following email account: ITProject@fhda.edu.

Requestor's Name:	Michele LeBleu-Burns	Date Submitted:	4/16/12
College:	De Anza College	Date Needed:	8/15/12
Department:	Student Development		
Email address:	lebleumichele@deanza.edu	User Project Lead	Michele LeBleu-Burns
Phone Ext:	8218		

Please discuss this project with your Technology Task Force committee.[1] => Completed (Y or N): **Y**

Description of project need and scope:

This request to adopt Advocate by Simplicity, a web-based information management tool that will enable the Office of Student Development to manage student judicial affairs events and monitor student behaviors of concern more effectively. With the increase in student conduct issues and incidents involving students with behavioral and mental health concerns, the Office of Student Development is in need of a more efficient incident reporting, tracking, follow-up and records management mechanism to ensure the timely response and resolution of these issues. We also need a system that will allow our office to monitor the timelines and progress of grievances and discipline records and that will make the information readily available to allow access to multiple authorized users when a student conduct incident occurs. The main stakeholders in the implementation of this system are De Anza College faculty, staff and administration, members of the Behavioral Intervention Team, Health Services, Psychological Services, and District Police. There is also the possibility that Foothill College may adopt this system as well. Adopting Advocate will require very little ETS support, ensure very stringent security standards and would be very cost effective.

Cost: $3500-$7500 annual license fee covers maintenance /support/software/training. Costs can be covered by De Anza College. Level of ETS Support needed: Initial info points to very little ETS support needed. Assistance with initial setup of data transfer (nightly file exchange/flat file/Argos report)

[1] Optional

Source of project funding: Fund 15 (self-generated funds)

I approve this project request.

Dean's / Director's Name:

Dean's / Director's Comments

(Box expands as you type)

Stacey A. Cook 4/18/12

For ETS use only

Received Date:

ETS Director:

ETS Project Title:

ETS to forward completed form to appropriate taskforce and requestor