

**REQUEST DATE** 10/11/11

**REQUESTER / SPONSOR INFORMATION**

Name	E-mail (@humboldt.edu)	Phone (Extension)
Daeng Khoupradit	daeng.khoupradit@humboldt.edu	4503
Radha Webley	rw76@humboldt.edu	4502

**PROJECT INFORMATION**

<b>Title</b>	Bias Response Reporting		
<b>Level</b>	Campus-wide	<b>Type</b>	New Application
<b>Purpose</b>	<p>The problem of Collecting, tracking, and reporting of bias incidents related to Humboldt State University.</p> <p>affects BIAS Office and Campus Community.</p> <p>the impact of which is Successful monitoring of bias incidents.</p> <p>a successful solution would be On-line form for data entry feeding a database that can track and report these events.</p>		
<b>Alternatives</b>	<p>(1) Continue use of the PDF form and manual Access database, populated by the from PeopleSoft HCM and manually maintained. This option currently costs 3-5 hours of staff time on a (daily, weekly, monthly) basis, does not have a built in timeline or tracking system, and lacks the ability to be anonymous should someone forward on the form or if an "advocates's (someone writing report)" e-mail is compromised with original form in the "sent box" (as current pdf form is sent via e-mail).</p> <p>(2) Replace the PDF form with an online form that automatically feeds into an Access database that is also populated with PeopleSoft HCM data.</p> <p>(3) Replace the manual process with a 3<sup>rd</sup> party product. This would require a feed of specific data fields from PeopleSoft, a one-time conversion of data from the current Access database, installation of the new software in the HSU data center (or connectivity to a hosted solution - both are being considered), initial configuration and ongoing maintenance by Office of Diversity staff and creation/maintenance of security for system. Evaluation of product options is in-progress, currently conducting generic vendor demonstrations of products in conjunction with the Student Conduct Reporting system being considered by Student Affairs. So far, at least two of the products being considered could meet Bias reporting needs, although actual purchasing would have to be worked out between the two divisions (Student Affairs &amp; Academic Affairs). The products that offer potential solutions include:</p> <p>(A) Maxient: hosted solution, functionality includes detailed incident reporting (including public pages for incident reporting) and tracking, including Clery reporting. Estimated implementation timeline: 5-6 weeks installation. Estimated cost \$4,000 initial, \$6,000 annual (FTE based licensing, includes maintenance &amp; support)</p> <p>(B) Symplicity Advocate: hosted solution, includes detailed incident reporting (including public pages) and tracking, including Clery reporting. Estimated implementation timeline: 4-7 weeks. Estimated cost \$1,500 initial, \$4,500 annual.</p>		
<b>Alignment with HSU Annual Priorities</b>	<p>While this proposal does not have a direct tie to annual priorities, this project is important because having a software which will allow the Bias Response Team to track and respond to bias and hate incidences will allow the team to assign cases and tasks to various on-campus. Having a successful bias response system will promote a collegial, respectful and responsive community, which will in turn promote inclusive</p>		

success among students, staff and faculty, who report bias or hate incident.			
<b>Deadline</b>	<b>No Hard Deadline</b> <input checked="" type="checkbox"/>		
<b>Deadline Reason</b>	While no hard deadline, a solution is needed as soon as possible.		
<b>Considerations / Dependencies</b>	If option 3 (3 <sup>rd</sup> party solution) is selected, there is a dependency on the selection and installation of the Student Conduct Reporting system.		
<b>Resources</b>	System Administration / ITC for application implementation (depending on solution selected); Programmer/Analyst for creation of PeopleSoft extract and possible conversion support; Security Administrator for security role setup and maintenance Office of Diversity and Inclusion staff time for design and testing		
<b>Estimated Cost (Hard costs only)</b>	<b>Initial</b>	<b>Annual</b>	<b>Budgeted</b> <input type="checkbox"/>
<b>Affected System(s) / Module(s)</b>	PeopleSoft HCM		
<b>Other</b>	Hard costs only if a 3 <sup>rd</sup> party solution is selected; budget is not available. Once a final selection is made, this may change this from a Project to a Work Request, depending on the requirements.		

Email completed form to ITS Project Office: [itspo@humboldt.edu](mailto:itspo@humboldt.edu)