

# **STUDENT TECHNOLOGY ACCESS PLAN REQUESTS**

## **2009-2010 ACADEMIC YEAR**

### ***General Information***

The Student Technology Access Plan (STAP) Committee is soliciting requests for funds generated by the Student Technology Fee. Projects in each of the support areas listed below will be considered. No other solicitations for proposals will be issued this year.

### ***Support Areas***

STAP funds can be assigned to one or more of three broad categories, the priority of which will be determined by the STAP Committee:

#### **1. RECURRING INFRASTRUCTURE**

##### **a. General**

Student access to the Internet, email, records, library holdings and other information requires hardware and software that spans units within the University and must be maintained and upgraded regularly in order to be effective. Hardware such as cabling, routers, and switches and software such as operating systems, security systems, and class management systems will be provided and maintained for this purpose. Support will be provided for the University Computing Center to perform the tasks related to student matriculation and instruction, including programming for a broad variety of student records, student evaluations of teaching, and general support of instructional needs. Support will also be provided for the Technology Users Support Center to provide students and faculty with technical assistance in learning how to utilize new technology (e.g. how to develop their own Web page, use e-mail, search library holdings, etc.). Assistance will also be provided in installing, maintaining, and troubleshooting equipment.

##### **b. Student laboratories**

Open access student laboratories strategically located across campus, including residence halls, will be provided and equipped with PCs, accessories, appropriate software, and basic furniture. In some instances, minor building renovations may be necessary (e.g. moving walls, installing/removing doors/windows, raising/lowering ceilings, adding electrical outlets, constructing access ramps for mobile chairs, etc.). Additionally, supplies and support in the form of graduate or undergraduate student workers will be provided.

##### **c. Classroom multimedia upgrades**

Selected classrooms will be upgraded and equipped with the latest multimedia instructional facilities. Here, too, minor building renovations may be required.

#### **2. NEW INFRASTRUCTURE**

Technology evolves at a rapid pace, as do the needs of the students. Support will be provided for new initiatives in the above areas when they directly benefit the students. These projects span unit boundaries and generally will require funds exceeding \$10,000. Examples of such items include conversion of area access from standard keys to electronic fobs, the development of information kiosks, and the establishment of new laboratories or other specialized facilities.

#### **3. STUDENT AND FACULTY INITIATIVES**

Projects that do not meet the above criteria because they benefit smaller groups of students and are less costly will be supported as funds allow. Such projects may be proposed by student groups, individual students, faculty or staff members, or administrators.

### ***Available Funds***

The amount of money available for all requests is determined by the revenue generated from the technology fee and the expenditures authorized by the STAP Committee. This year, approximately \$190,000 is expected to be available for request.

### ***Request Contents***

Each request must include the attached cover page and identify the budget unit or campus group requesting funds. Exclusive of the cover page, the request must not exceed four pages, including

1. a project description,
2. a detailed budget, and
3. a budget justification that clearly identifies how the project benefits students.

Projects that seek to upgrade student laboratories supported by STAP funds must also provide a summary of those items previously purchased and documentation of the benefits these purchases have produced. **All groups are encouraged to work with the University Computing Center as proposals are being developed.**

### ***Request Submission***

- Student groups should submit requests to the president of the Student Government Association.
- Faculty groups and academic departments should submit requests to their dean.
- Other groups should submit requests to their division's vice president.

**All requests must be received in these offices by noon on November 16, 2009.**

### ***Selection Process***

Each academic dean will submit to the Provost and Vice President for Academic Affairs a prioritized list of department/school/college projects. The Provost will then prioritize these requests. The other vice presidents and the SGA president will be responsible for providing the Provost with similar information from their areas. **All information must reach the Provost by November 19, 2009.** The Provost will distribute these lists and the proposals to the Committee.

All proposals will be rated using the following criteria.

- |                                    |          |
|------------------------------------|----------|
| • Student benefits                 | [30 pts] |
| • Number of students impacted      | [15 pts] |
| • Frequency of student use         | [15 pts] |
| • Essential for program quality    | [15 pts] |
| • Duration of benefits             | [10 pts] |
| • Cost                             | [10 pts] |
| • Augmentation of existing systems | [ 5 pts] |

By December 9, the Committee will meet to review the requests, make recommendations for funding those proposals, and authorize the expenditure of STAP funds. All recommendations for the expenditure of funds are subject to approval by President Cofer.