

**STUDENT TECHNOLOGY ACCESS PLAN REQUESTS  
2020-2021 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 University Information Technology 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 dormitories, 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 needed to satisfy the cost of university-wide infrastructure and maintenance, graduate assistants and student workers who staff open-access laboratories, and supplies for those laboratories. This year, approximately \$70,000 is expected to be available for requests.

**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 Information Technology Office as proposals are being developed.**

**Request Submission**

- Student groups should submit requests to the president of the Student Government Association.
- Faculty groups, academic departments, and library should submit requests to their respective dean.
- Other groups should submit requests to their division head.

**All requests must be received in these offices by 11:30 a.m. on January 22, 2021.**

**Selection Process**

Each dean will submit to the VP for Information Services & Student Success (VPIS) a prioritized list of department/school/college projects. The VPIS will then prioritize these requests. The other vice presidents, chief business officer, athletic director, and the SGA president will be responsible for providing the VPIS with similar information from their areas. **All information must reach the VPIS office by January 29, 2021.** The VPIS will distribute these lists and the proposals to the Committee.

All proposals will be rated using the following criteria.

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|--|----------|
| • Student benefits                               | [30 pts] |
| • Number of students impacted                    | [15 pts] |
| • Frequency of student use                       | [15 pts] |
| • Essential for program quality                  | [15 pts] |
| • Cost   | [10 pts] |
| • Potential to be self-sustaining                | [10 pts] |
| • Extent to which existing systems are augmented | [ 5 pts] |

The Committee will meet by February 12, 2021, 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 Berry.