A. Mission Statement

The purpose of the Arts and Sciences Student Technology Fee (STF) is to support the purchase, maintenance, and replacement of technology used for *scheduled* instructional activities. In addition, STF funds may be used to support multimedia classrooms, multimedia carts housed in academic departments, specialized equipment purchases (one-time projects) used in instruction, and personnel needed to support, maintain, or troubleshoot equipment. The STF Committee considers only requests from departments (approved by department heads).

B. STF Objectives

1. To broaden and enhance the academic experience of students through the use of technology.
2. To improve student access to technological resources and equipment and to enhance the technological competency of students.
3. To increase integration of technology in the curriculum.

C. Definition of Technology

Within the context of the STF, the terms "technology" and "technological resources" are defined as:
1. Equipment used by students including computers and related hardware such as printers, scanners, storage devices, and cameras.
2. Equipment used in support of the instructional process such as multimedia projectors and visualizers.
3. Delivery systems that provide access to technology, technological resources, or other information resources that are needed for student usage or in support of instruction. For example, network nodes.

Examples of items eligible for STF support are computers, software and related peripherals such as printers, scanners, storage devices, and digital cameras. Also eligible is hardware/software used to support the instructional mission. For example eligible items would include a fileserver used to store student data and specialized software needed to track lab utilization.

Items consider ineligible include room renovation costs, computers used by faculty, furniture, technology used principally for off-campus instruction (i.e. web-based courses taken by non-OSU students), and other equipment not used by students.

Criteria Used for Evaluating Requests
- eligibility of request technology (equipment, software, etc.)
- impact on instruction and learning
- number of students and number of courses impacted
- need and centrality to course objectives
- commitment of faculty to long-term management
- sustainability of project
- student accessibility
- synergy with existing departmental equipment and facilities
- cost effectiveness of the plan

D. Types of Proposals Supported by the A&S Student Technology Fee

The A&S STF Committee reviews two types of requests:
1. Student Laboratory: These proposals are submitted through a college-wide solicitation and are intended to support the creation of computer laboratories used for scheduled instructional activities. Projects that receive support are audited by the College of Arts and Sciences and reviewed annually by the A&S STF Committee. Projects that continue to meet their objectives will receive ongoing STF support based on a four-year replacement cycle (provided that STF funds continue to be available).
2. "One-Time" Request: Proposals for single items can be submitted to the A&S STF Committee at any time. Examples include software or hardware used for an instruction-related project. Technology purchased with one-time funds is not part of a replacement cycle.

College of Arts and Sciences
A&S Student Technology Fee
Student Laboratory Request

A. Project Information
        Title of Project: Department:
        Contact Person: Date Submitted:
        please add a signature line for the department head

B. Project Description
1. Please provide a brief description of the existing environment and problems, the technology being requested, and how STF-funded items will improve access to technology and enhance the learning environment. In what ways have trends within the discipline created the need for students to have increased access to technology?
2. How will the project benefit the department's instructional mission?

C. Program Implications
2. For each current or planned course that will be impacted please include the following information:
    a. course prefix
    b. course number
    c. course name
    d. name of instructor(s)
    e. number of sections per year
    f. average enrollment per section
    g. why the requested equipment is needed to fulfill course objectives
    h. schedule of use by students each week
3. If the lab will not be used for scheduled laboratory, lecture or studio meetings, explain why the proposed activities cannot be accommodated in existing CIS or other campus computer labs.
4. What are the consequences to students if the project is not supported by the A&S STF?

D. Maintenance
1. Who will be responsible for making decisions about use of the technology (department head, a faculty committee, course instructor(s), departmental staff)?
2. Who will be responsible for maintaining the technology (course instructor, departmental staff member, CASTS technicians, part-time technician funded through this proposal)?
3. Where will the technology be located (building, room number)? Does this location have network capabilities?
4. What actions will be implemented to prevent damage or theft of the technology (i.e. insurance, security cabling, student lab monitor, door entrance system)?
5. Will the technology be available to students outside of regular business hours (if so, explain security precautions to be implemented).

E. Items Requested
Please provide a detailed budget using categories shown below (or submit an Excel spreadsheet). Include a detailed justification for items not previously discussed. Please contact Norma Earp (x45663) for questions dealing with equipment or software specifications and Tom Wikle (x48709) concerning the eligibility of items or the submission of proposals.

Budget Categories
    equipment   software
    equipment maintenance costs (per year)   software upgrade costs (per year)
    insurance (per year)   personnel (per year)

Quantity	Item	Item Cost	Total
12	Dell Computer		

Please submit proposals to Tom Wikle, 201 LSE

College of Arts and Sciences
Student Technology Fee
"One Time" Request

A. Project Information

    Contact Person: Department:

                                          Date Submitted:

    please add a signature line for the department head

B. Project Description

Please provide a brief description of the technology being requested and how STF-funded items will improve access to technology and enhance the learning environment.

C. Program Implications

For each current or planned course that will be impacted please include the following information:

    a. course prefix
    b. course number
    c. course name
    d. why the requested equipment is needed to fulfill course objectives

D. Items Requested

Please provide a budget as shown below (or submit an Excel spreadsheet). Please contact Norma Earp (x45663) for questions dealing with equipment or software specifications and Tom Wikle (x48709) concerning the eligibility of items or the submission of proposals.

Quantity	Item	Item Cost	Total
2	Kodak Digital Camera		

Please submit proposals to Tom Wikle, 201 LSE