

# Guidelines for Developing an CAS Student Technology Fee Request

Thank you for your interest in submitting a proposal to the College of Arts and Sciences Student Technology Fee (STF) competition. The STF supports the College's instructional mission through equipment and facilities including computer laboratories and is managed with the assistance of a committee of students and faculty representing a cross-section of departments and programs. In addition to overseeing reoccurring support for laboratories and personnel, the STF Committee sponsors a competitive program each fall and spring to support projects proposed by CAS faculty and students.

The information in this document is intended to help you prepare a STF proposal. Please contact me or others listed below if we can assist you. If you need quote assistance from CAS Technical Services please contact them at least 2 weeks prior to submitting your request.

Andrew Doust, Chair  
CAS STF Committee

## CAS Student Technology Deadlines, 2021-2022

Competition	Proposal Types Accepted*	Proposal Due	Project Completion Date
Fall 2021	Quick Turnaround	October 1, 2021	February 1, 2022
Spring 2022	Quick Turnaround	March 2, 2022	June 1, 2022
	One-Time and Laboratory	March 2, 2022	October 1, 2022
Fall 2022	Quick Turnaround	October 1, 2022	February 1, 2023

\* maintenance proposals may be submitted at any fall or spring meeting

### Contacts:

proposal preparation/general questions	Andrew Doust, Assoc Dean CAS Deans Office <a href="mailto:andrew.doust@okstate.edu">andrew.doust@okstate.edu</a>	744-7978
general/technical questions	Norma Earp, IT Manager CAS Technical Support <a href="mailto:norma.earp@okstate.edu">norma.earp@okstate.edu</a>	744-4919
accounting/spending questions	Michele DeRaps, Acctg Spclst CAS Technical Support <a href="mailto:michele.deraps@okstate.edu">michele.deraps@okstate.edu</a>	744-0414

### 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.
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 considered ineligible include room renovation costs, computers used by faculty, furniture, and other equipment not used by students.

Criteria Used for Evaluating Requests:

- eligibility of requested 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 and maintenance
- project sustainability
- student accessibility
- synergy with existing departmental equipment and facilities
- cost effectiveness of the plan

### D. Types of Proposals Supported by the CAS Student Technology Fee

The CAS STF Committee reviews three types of requests:

1. “Quick Turnaround” Requests: Projects involving hardware, software, or other eligible equipment with a total cost not to exceed \$25,000 and where no bid is required and there is no annual funding commitment.
2. “One-Time” Requests: Projects of more than \$25,000 or those that require a bid or annual commitment. Note that technology purchased with one-time funds is not part of a lab replacement cycle.
3. Laboratory Requests: In situations where a substantial need has been demonstrated by a project previously funded through a one-time request a department may request that computers within a laboratory be included in the STF replacement cycle. The justification for replacement cycle funding must be well documented.
4. Maintenance Support Requests: Departments may request a change in funds allocated to support STF-funded laboratories.

College of Arts and Sciences  
CAS Student Technology Fee Request

A. Project Information\*

Date:

Title of Project:

Type of Project:     quick turnaround     one-time     lab request     maintenance budget

Department/School:

Contact Person:

Total Amount Requested (from budget):

\*CAS Tech Fee proposals must be approved by a faculty member's department head or school director.

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

1. 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
2. What are the consequences to students if the project is not supported by the CAS 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 (for Quick Turnaround, One-Time, and Laboratory Requests)

Please provide a detailed budget (use the template below or submit an Excel spreadsheet). Include a detailed justification for items not previously discussed. Requests for maintenance budget increases must include a detailed justification. Note that departments are expected to monitor the use of consumable materials such as paper and implement policies and procedures to stop waste and make certain that consumables purchased with Tech Fee funds are used for STF-related activities.

Budget Template for Quick, One-time and Laboratory Proposals:

Quantity	Item (include maker/manufacturer and model number)	Item Cost	Subtotal
12	Cannon EOS Digital Camera T3i	\$549.99	\$6599.88
6	Slik U212 Deluxe Tripod	144.95	869.70
	shipping and handling	65.12	65.12
<b>TOTAL REQUESTED</b>			<b>\$7,469.58</b>

STF Proposal Checklist:

Proposal is approved by department/school head or director.

Items included in the project budget are based on actual cost figures (not rough estimates\*).

\*The Department may be responsible for covering the cost of items that exceed costs shown in the budget. Discounts or other savings will be recovered by the CAS STF and may not be used to purchase other items.

Please scan each proposal as a separate .pdf document (please do not group proposals submitted by a department). Include all supporting documentation, if appropriate (product information, bids from vendors, etc) appended to the proposal as a single document.

Electronic submissions of proposals are preferred. Please submit **pdf versions** of proposals (with each proposal as a single document) to Andrew Doust, 201 LSE ([andrew.doust@okstate.edu](mailto:andrew.doust@okstate.edu)). Proposals submitted after 5pm on the deadline will not be considered for that semester’s competition (they will be held and considered in a subsequent semester).

For departments submitting more than one proposal the head/director should submit a numerical ranking to [andrew.doust@okstate.edu](mailto:andrew.doust@okstate.edu).