

Date: October 17, 2007, Revised 11/30/2007

To: Academic Department Chairs, Academic Deans

From: Lura Speth, Chair
Central Committee on Education Technology (CCET)

RE: Student Computer Access Program (SCAP) FY 2007-2008

Please have your faculty submit their applications for the Student Computer Access Program (SCAP).

As noted in the SUNY SCAP guidelines, the primary focus of SCAP funds is to support technology purchases that are of direct academic benefit to our students. The complete guidelines for 2007-2008 SCAP are available at:
<http://www.newpaltz.edu/techcommittee/index.html>.

Excerpt from 2007-2008 SCAP Guidelines:

A. Examples of purchases which ARE permitted include:

1. Micro-computers.
2. Terminals, peripherals and appliances that connect to a computer (e.g. assistive technology for ADA compliance, digital cameras, etc.) and are for hands-on student use.
3. Other interactive hands-on computing devices that enhance the classroom experience for students (e.g. GPS units, pocket PCs, student response systems, etc.).
4. Software, software upgrades or improvements, and software licenses.
5. Lock-down security devices.

B. Examples of purchases that ARE NOT permitted are listed below:

1. Expendable supplies, including but not limited to, paper, ribbons, printer cartridges, diskettes, magnetic tape, stationery items, etc.
2. Support of administration, academic-administration, or faculty with any administrative applications such as, but not limited to, classroom administration, general campus Web servers, word processing, test-scoring devices, budget, or databases.
3. Faculty development and research.
4. Library Automation or Library Databases and stations dedicated to their access. (Note, however, that libraries are not precluded from housing facilities that meet the 2007-2008 SCAP Guidelines for general student hands on use.)

The 2007-2008 SCAP allocation for SUNY-New Paltz is \$147,636. As a matter of fairness to all departments, the Committee will continue its past practice of not allocating more than 20% of the total SCAP funds to any single proposal (\$29,527). Department chairs are urged to prioritize their proposals.

Attached you will find the application cover form along with the outline of topics that should be addressed in each SCAP proposal. Please note that all points must be addressed in your

proposal, otherwise your proposal will be returned without consideration. An example of a completed SCAP application is located at: <http://www.newpaltz.edu/techcommittee/index.html>.

Note that it is the responsibility of each department to verify that the department has a specific location within their department with the necessary supporting utilities – i.e. power, telecommunications, ventilation, etc. – for their requested items. If space modifications are necessary, the department must provide certification from Facilities Services and/or Telecommunications Services that the changes are in-progress or scheduled to be completed before the end of the current fiscal year.

Departments who receive SCAP funding this year will be required to file a brief summary of its installation and use the semester after the items were received. **If you received a SCAP award last year (2006-2007) and you have not submitted your summary to the CCET by 11/15/2007, your proposal will be returned without consideration.**

Questions regarding the SCAP guidelines and the qualification of individual items for SCAP funding can be addressed to Jon Lewit in Computer Services (lewit@newpaltz.edu).

Please submit 15 (fifteen) copies of your completed application in entirety to Lura Speth, Academic Computing, WSB 1F by **Friday 12/14/2007**.

In order to facilitate consideration of this proposal, please address the following points in the order given below, using the given headings. If any of these points is not applicable to your proposal, please so indicate to avoid misunderstanding. Do not leave it blank. Since it will be impossible to give due consideration to incomplete proposals, any proposal which fails to address all these points will be returned without consideration.

1. Total cost of the proposal

Provide the total cost of all items included in your proposal.

2. Itemized list of each element of your proposal

Provide an itemized listing of each of the proposal's elements, including the cost and quantity, for each item requested. Attach a valid price quote from an actual vendor for each item requested. A person from Academic Computing can assist you in finding vendors. It is each department's responsibility to provide a complete and detailed budget.

3. Aim of the project

- a) Describe the direct academic benefits students will derive from the proposal. Describe the innovative aspects the proposal introduces or supports relative to your academic program.
- b) Explain in some detail how the proposal will fit into the long-range academic plan for your department.

4. Student Utilization

Which specific courses/groups will use the equipment and/or software? Provide an estimate of the number of students and the number of hours of utilization. Are these courses required for students' majors, for certification or accreditation? Will these resources be available to students outside your department? If so, describe the estimated hours and conditions of access.

5. Currently available related resources

For each course, describe any equipment that is currently being used for the pedagogical purposes that the new, proposed equipment is intended for. Explain why this equipment is no longer adequate, and how the new, proposed equipment will remedy any inadequacy or provide new capability.

6. Location

- a) Where will the equipment be located?
- b) How is the proposed space being used currently?
- c) Will this proposal require structural/electrical/telecommunications modifications to the intended space? Note: Certification by Telecommunications and/or Facilities is required. Please attach the hard copy or e-mail memo to certify.
- d) Provide affirmation from the coordinator of that space that it is available for student computing.
 - This affirmation should come from your Dean and not from the applicant.

7. Security

Describe the security equipment/measures that will be used to protect the requested resources and, if appropriate, restrict access by unauthorized users.