

Date: October 19, 2009

To: Academic Department Chairs, Academic Deans

From: Orkunt Dalgic, Co-Chair
Susan DeMaio Smutny, Co-Chair
Central Committee on Education Technology (CCET)

RE: Student Computer Access Program (SCAP) FY 2009-2010

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.

Budget Information

Funding for SCAP 2009-2010 has not yet been released by the New York State Division of Budget, although the SUNY Board of Trustees has approved the SCAP allocation for this year. Therefore it is possible that SUNY New Paltz's allocation may be reduced or even cut completely depending on the NYS budget outcomes. We are still moving forward with the SCAP application process to give faculty ample time to prepare proposals and in hopes that the funding will be released.

NOTE: Because technology advances at such a fast pace, if CCET approves proposals for 2009-2010, but they are not funded due to withholding of any or all of our SCAP allocation, such proposals will **not** automatically be approved for the next round of SCAP funding. Faculty will need to revisit their proposals when SCAP is available again and update them as necessary.

The complete guidelines for 2009-2010 SCAP are available at:

http://www.newpaltz.edu/techcommittee/scap_guidelines_2009-10.pdf

Excerpts from 2009-2010 SCAP Guidelines

A. Examples of purchases which ARE permitted include:

- 1 Desktop 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 PC's, 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 2009-2010 SCAP Guidelines for general student hands-on use.)

The 2009-2010 SCAP allocation for SUNY-New Paltz is \$124,107. 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 (\$24,821). 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/scapexample.pdf>

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 the equipment's installation and use the semester after the items are received.

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

Please submit 15 (fifteen) copies of your completed application in entirety to Susan DeMaio Smutny, Art History, SAB 108, **by Friday, 12/11/2009**