

**STUDENT COMPUTING ACCESS PROGRAM (SCAP)
GUIDELINES FOR 2009-2010**

I. ADMINISTRATIVE SUMMARY

The Student Computing Access Program, as it has been implemented with the cooperation of the Division of Budget, represents a significant degree of freedom in acquiring hardware/software for supporting campus goals. This program has improved student access to computing, and provided an incentive for many campuses to use supplemental funding to develop and implement even more extensive student computing access plans. Most campuses have achieved a high level of student access to computers since the beginning of the program. While the focus of SCAP continues to be on academic student technology, the focus is shifting from numbers of students benefited to how they are using the technology. Campus plans will include information about additional funding, indirect costs associated with the plan, and an opportunity to showcase innovative student technology projects across SUNY regardless of how they are funded. This information will provide the Office of the Provost with a picture of academic student technology across SUNY. Expansion of this program and additional funding will be based on this overall picture.

- A. The intent of the enabling legislation and our continuing focus is to support technology purchases that are of direct academic benefit to students. This includes computing equipment, and instructional applications of computing. The guidelines have been structured to that end.
- B. The SCAP appropriation for FY 2009-2010 will be allocated to each State-operated or State-funded unit based on their pro-rata share of total Fall 2008 full time equivalent enrollment. **Information about enrollment numbers, and the pro-rata share for your campus will be sent to your campus president and you as soon as the SCAP funds are fully approved for allocation.** *Accounting practices and procedures are dictated by and in accordance with the State University Accounting System User Procedure Manual.*
- C. Access to Your Funds. Your campus SCAP allocation will be placed in a university-wide account (#2877) as soon as the SCAP budget is approved by NYS and SUNY, and your campus has completed the requirements described below:

submission of:

- 1. **Hard copy statement on campus letterhead indicating that you have received and will follow the SCAP Guidelines for 2009-2010, and**
- 2. **Electronic version of SCAP Final Report for 2007-2008.**

and approval of:

- 3. **Electronic version of SCAP Final Report for 2007-2008.**

- D. Questions. Direct **questions about SCAP guidelines** to the co-chair of the SCAP Advisory Committee:

Ms. Judi Basinski Phone: (716) 878-4206
Associate Vice President, Computing and Technology Services Fax: (716) 878-4235
Buffalo State College Email: BASINSJB@BUFFALOSTATE.EDU
Twin Rise 206, 1300 Elmwood Avenue
Buffalo, New York 14222

Direct **questions about SCAP allocation, distribution of funds, and electronic submissions** to:

Ms. Maureen Lanahan Phone: (518) 443-5737
Office of Finance and Business Fax: (518) 443-5605
State University Plaza Email: Maureen.Lanahan@SUNY.EDU
Albany, NY 12246

- E. Submissions.

1. **A hard copy statement on campus letterhead** indicating that you have received and will follow the SCAP Guidelines for 2009-2010 is due by **September 1** (early submissions are encouraged). Submit your statement via FAX or US Mail to Ms. Maureen Lanahan . [See contact information in item D above.]
2. The **SCAP Final Report** for your campus' 2008-2009 SCAP program will NOT be required because the campuses did not receive SCAP allocations for that academic year. Reports for 2007-2008 must have been submitted and approved, however. The next report to be submitted will be for 2009-2010 expenditures, due September 1, 2010.

The Final Report must include a detailed description of your SCAP expenditures, including where the technology is located, programmatic use, expected curriculum impact and target student populations, and additional information about other technology funding and student technology innovations on your campus. These reports help provide the Office of the Provost, legislature and Division of Budget with information about academic student technology and alert them to the need for augmenting the program with additional resources.

Your SCAP final report will be reviewed by SUNY Learning Environments with the assistance of the SCAP Advisory Committee in a meeting shortly after the deadline. Final Reports submitted after the deadline will follow a review schedule that may take several months to complete. Campuses that have approved Final Reports will automatically have access to their SCAP allocations as soon as the SCAP budget has been approved. Approval of future allocations will be contingent on your good-faith adherence to the SCAP guidelines. We hold open the option to seek redress for prior non-compliant expenditures.

INSTRUCTIONS FOR CREATING AND SUBMITTING SCAP FINAL REPORT

The SCAP Final Report template file (Word) is available on the SCAP web site at <http://www.scap.suny.edu>. If you are unable to download this file, you may request it on diskette or as an email attachment from Ms. Maureen Lanahan (see contact information below).

Submit an electronic version of your SCAP Final Report as an email attachment to Maureen
SCAP Guidelines for 2009-2010

Lanahan. You will receive an email confirmation when the Final Report is received. If you do not receive a confirmation message, contact Maureen Lanahan (see below).

For questions or problems with electronic submission, contact Maureen Lanahan:

Email: Maureen.Lanahan@SUNY.EDU

Phone: (518) 443-5737

II. SCAP GUIDELINES FOR 2009-2010:

- A. **Uses of SCAP Funds -- Overview:** Our goal is to insure that SCAP funds are used for the direct academic benefit of students. This may take various forms. It is essential that any expenditure that may have non-student uses be clearly described and that only the student portion is funded with SCAP. We recognize that SCAP is supplemental to other elements of your campus academic computing budget. Support for many functions, such as faculty development, computing support personnel, long-term support of the computing environment, general campus infrastructure, and supplies that are necessary to provide a good student technology environment **should be sought through funds other than SCAP.**

In determining the appropriateness of SCAP expenditures, it is important to focus on the function or purpose of an item purchased. The dominant function of SCAP purchases is to provide students with academic computing technology.

1. *Uses of computer technology:* Uses of computer based technology for hands-on student instructional purposes may include programming as well as other applications such as word-processing, spreadsheet, CAI, database, system functions, etc. Funding may be provided for special purpose as well as general purpose student-use facilities.
2. *Hardware/Software Purchases:* Hardware and software may be purchased outright, on an installment/purchase plan, or leased. There is no restriction on the length of multi-year contracts or long-term budget commitments to be made under your plan. However, you should exercise caution in committing to any such plan; if SCAP were to be discontinued, your campus would have to honor its obligation using other funds.
3. *Maintenance of Hardware/Software:* We recognize that maintenance of hardware and software is essential to providing a good student computing environment. The use of SCAP funds and SCAP approvals for hardware and software maintenance is, however, restricted to that hardware and software which has been purchased under SCAP and is still used by students. For shared resources, only the student portion of those resources may be funded with SCAP funds. A detailed description of those resources, percentage of student use and how they are being used is required. [See Section II.C.1.]

4. *Obsolete Equipment:* While SCAP funds are designated for exclusive student use, we recognize that you cannot keep equipment forever. Thus, the following guideline is meant to help you create and maintain the best possible student computing environment:
 - Equipment that is purchased under SCAP shall remain in student use until it becomes obsolete for student access on your campus.
5. *Support of Faculty:* The guidelines continue to prohibit use of SCAP funds for faculty development, research, and classroom administration which do not directly support student use of technology.

Since the use of computers in the classroom is an essential component of an effective student computing environment, it would be a counterproductive and artificial distinction to arbitrarily exclude all faculty use of equipment purchased through SCAP. Thus, some use by faculty in support of student access is reasonable.

To ensure that provisions for faculty access adhere to the guidelines, you will be asked to describe in your final report how any such components of your plan have improved the opportunity or quality of student access.

6. *Support of Servers, Networks, Instructional Software Systems and Course Management Systems:* Campuses that are involved in procurements of new servers, their associated networks, and/or instructional software systems which have some course management or other administrative functions may wish to direct some or all of their SCAP allocations to that effort. Because these new systems can provide a significant improvement in the academic student computing environment, the use of SCAP funds may be appropriate.

For shared resources, see section II.C.1. Under this section, you must explain in your final report narrative how these SCAP funds have contributed totally, or on a pro-rata basis, to student hands-on use of computing.

B. Kinds 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. Servers and server upgrades.
5. Local area networks to be devoted exclusively for student use.
6. Spare parts.
7. Software, software upgrades or improvements, and software licenses.
8. Manuals.
9. Lock-down security devices.

10. Extended warranty periods.
11. Shipping and installation of items purchased with SCAP funds.

C. **Kinds of purchases which are permitted WITH RESTRICTIONS are listed below.** These purchases and their usage must be clearly described in your final report. If you have questions about how to record purchases and usage in this category, please consult with the SCAP Advisory Committee Chair.

1. Shared resources that are used by students and other groups. This includes servers, server upgrades, Web servers, terminals, networks, network nodes (including wireless), Internet access, instructional software systems and course management systems with other administrative functions.

In describing the use of SCAP funds to support a portion of a shared resource, in your final report, you must be PARTICULARLY CAREFUL to:

- a. Explain how that portion of the resource will be totally dedicated to permitted forms of student use,
 - b. Or, if this plan will fund a percentage of the total cost of a shared resource, explain how that same (or a greater) percentage of the resource will be devoted to permitted forms of student use.
2. Use of hardware and software by faculty must be in direct support of academic student use (e.g. faculty use of software required for student use in class, instructor workstations in teaching labs). If faculty access is included in your plan you must be PARTICULARLY CAREFUL in your final report to describe how any such components of your plan have improved the opportunity or quality of academic student use.
 3. Non-computing electronic devices must be of direct academic benefit to students. If the device can be shown to improve student access to computing, then the purchase is allowed without restrictions. Otherwise, the purchase must be limited to no more than 10% of your overall SCAP plan. In addition, the total of this type of purchase and any furniture purchases (see item II.C.3.) must be limited to no more than 15% of the SCAP total.
 4. Maintenance of hardware and software is permitted. However, use of SCAP funds and is limited to those items of hardware and software that have been acquired using SCAP funds. In your narrative you must make clear that items of maintenance will support only such hardware and software.
 5. Furniture that is directly related to student use. This may include stands or tables to mount equipment, chairs for student seating, storage cabinets to be used for computing-access materials, and ADA compliant lab furniture. However, this kind of acquisition should be limited to no more than 10% of your plan, and the combination of furniture and non-computing electronic devices (see item II.C.3.) must not exceed 15% of the SCAP total.

6. Instructional Support Systems (e.g. projection systems, electronic whiteboards, instructor presentation stations) that are located in a computer lab where students have hands-on access to computers are allowed. These systems used in settings where there is no student hands-on computer use, such as classrooms, lecture halls or conference rooms, are not permitted.

D. Kinds of purchase, usage, and other considerations that ARE NOT permitted are listed below and should be addressed with other funds.

1. General campus improvements (e.g. wiring, air conditioning, classroom improvements).
2. Expendable supplies, including but not limited to, paper, ribbons, printer cartridges, diskettes, magnetic tape, stationery items, etc.
3. 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 database. (However, see II.C.1. above.)
4. Administrative Information Systems with no student self service component, and administrative or management components of instructional software. (However see II.C.1. above.)
5. Faculty development and research. (However, see II.C.2. above.)
6. Maintenance of hardware and software that was not acquired using SCAP funds or the SCAP approval process.
7. Regular or temporary personnel for any purpose including supervision, proctoring, maintenance, software support, faculty consultation, etc.
8. Telephone Switches.
9. Library Automation or Library Databases and stations dedicated to their access. (Note, however, that libraries are not precluded from housing facilities that meet Guidelines II.A. through II.C. above for general student hands-on use.)
10. Security. (However, see II.B.9. above.)
11. Space.
12. Electronic devices that do not connect to a computer. (However, see II.C. 3. above.)