

SUMMARY OF EVALUATION CRITERIA

The Student Technology Fee Advisory Council (STFAC) will evaluate all proposals based on the criteria listed below and make recommendations to the Dean. If needed, the Council may request interviews with anyone who has submitted a proposal. Final selections will be made by the Dean.

| Evaluation Criteria | Maximum Points Awarded |
|--|------------------------|
| Benefits Students: Provides additional student access to technological resources; enhances the quality of the student's academic experience; integrates technology into the coursework. | 40 |
| Demographic Impact: Collaboration among the School's departments; number of disciplines and students served. | 35 |
| Alignment: With departmental and School-wide strategic goals and targets. | 15 |
| Innovation: Creative, outside-the-box approaches and solutions that affect students, curriculum and/or research, etc. | 10 |
| Maximum Allowable Points | 100 |

Below is a description of the suggested format to use when submitting a request to the Student Technology Fee Advisory Council (the "STFAC") for equipment, services, or supplies from your area. While the format is flexible, you must identify a need within your area and propose a strategy for addressing the need that is fundable from the STFAC.

Needs Statement and Resolution Strategy

A **needs statement** is a description of a present situation or problem adversely affecting your area. A **resolution strategy** is a plan for resolving the problem through specific interventions, such as the provision of equipment, services, or supplies. The needs statement should describe the problem clearly and provide supporting evidence for its existence and severity. The resolution strategy should propose an appropriate plan of action that solves the problem.

When formulating your needs statement and resolution strategy, keep the following in mind: According to the University Task Force on Educational Technology (TFET), expenditures of Student Technology Fee revenue should be on technology resources and projects having a perceptible effect and demonstrable impact on students, particularly in academic performance. Faculty development, the purchase of software/personal computers, increased access to computer laboratories, etc. may also be included. **Therefore, priority will be given to requests that clearly articulate needs and resolution strategies that pertain to the academic and instructional uses of technology.**

Suggested Format for your Needs Statement/Resolution Strategy

- Succinctly describe the **problem to be solved** by your request.
- How is the problem linked to the **academic use of technology**?
- Have you documented the problem with any **evidence**?
- How will your **proposed solution** resolve the problem?
- What are your **budget requirements**?
- What is the **timeframe** for getting your proposed solution in place?

**CUNY School of Labor and Urban Studies
Student Technology Fee Plan 2019-2020**

Project Name:

Department:

Expected Start Date:

Expected End Date:

Person(s) Responsible for Project:

Proposed Budget:



Project Abstract

Please describe your project in a brief statement. Describe how it will benefit students, the proposed demographic impact (indicate what department/areas/disciplines will be served.) and collaborative efforts, if any.

Statement of Need(s)

Specify what goals/targets (as expressed in SLU Institutional Learning Goals or Strategic Plan) along with the specific academic or instructional need(s) will be addressed by your proposal.

Resolution Strategy

Describe what methods and how resources (technology equipment, supplies and services) will be used to meet goals and targets.

Anticipated Outcomes

State the academic or instructional results/outcomes that you foresee from the use of the requested technology, supplies or services. Describe methods for assessing outcomes/success of the proposal.

Budget Requirements Per Proposal – (minimum total value: \$500.00)

Please list the technology equipment, supplies or services with detailed specifications and price. At least 3 to 5 bids or quotes along with downloaded technical specifications must be attached. If there is a sole or principal vendor for the technology equipment, supplies or services, a letter of sole source from the vendor on its company letterhead must be attached to your submission. ***For questions regarding equipment specifications, please contact Jeff Rickman at jeff.rickman@slu.cuny.edu***

| Item Description | Quantity | Unit Cost | Ext. Cost | Recurring Cost |
|---|----------|-----------|-----------|----------------|
| | | | \$ | |
| | | | \$ | |
| | | | \$ | |
| | | | \$ | |
| | | | \$ | |
| | | | \$ | |
| | | | \$ | |
| | | | \$ | |
| | | | \$ | |
| | | | \$ | |
| | | | \$ | |
| | | | \$ | |
| | | | \$ | |
| | | | \$ | |
| | | | \$ | |
| | | | \$ | |
| | | | \$ | |
| | | | \$ | |
| REQUESTED AMOUNT FROM STUDENT TECHNOLOGY FUNDS | | | \$ | |

FOR OFFICE USE ONLY - COMMENTS

FY 2019-2020 Student Technology Fund Call for Proposals

THE FOLLOWING MUST BE COMPLETED

PROPOSER'S AUTHORIZATION

| | |
|-------------------|-------------------------------------|
| Name | Department |
| Email: | Department Head Signature |
| Telephone: | Associate Dean's Signature |
| | Project's Strategic Priority |