

SUMMARY OF EVALUATION CRITERIA

The Student Technology Fee Committee will evaluate all proposals based on the criteria listed below and make **recommendations** to the Dean accordingly. 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 through the proposed technology; integrates technology into the coursework	40
Demographic Impact – collaboration among the College’s departments and/or schools; number of disciplines and students served	35
Alignment – with departmental and college-wide strategic goals and targets	15
Innovation – creative, outside the box approaches and solutions which effect students, curriculum and/or research, etc.	10
Maximum Allowable Points	100

Below, please find a description of the suggested format to use when submitting a request to the Student Technology Fee Committee 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 student technology fee (STF). After the deadline, all submissions will be reviewed and evaluated by the committee. The committee will then forward its recommendations and feedback to the Dean.

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 the 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 area’s 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 AY 2025-2026**

Project Name:

Department:

Expected Start Date:

Expected End Date:

Person(s) Responsible for Project:

Proposed Budget:

Project Abstract

Please provide 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
			\$	
			\$	
			\$	
			\$	
			\$	
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			\$	
REQUESTED AMOUNT FROM STUDENT TECHNOLOGY FUNDS			\$	

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FY 2025-26 Student Technology Fee 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: