



To: College Community

From: Augustine Okereke, Senior Vice President and Provost

Re: FY 2020/2021 STF Call for Proposals Extended to **March 16, 2020**

Date: Wednesday, February 26, 2020

The Student Technology Advisory Council (STFAC) is accepting proposals for the 2020 – 2021 award year. You will find the proposal forms and guidelines, attached. The Technology Fee is designed to improve and supplement existing academic, computing, instructional, and emerging and infrastructure technologies and accessibility to technology, and procure new technology, for our students, campus-wide.

Faculty, students and staff are encouraged to propose projects that enhance the student experience and quality of education at Medgar Evers College. The council request proposals that embrace innovative uses of technology and encourages projects that allow students to further their educational goals in the classroom and beyond.

All proposals must be forwarded to the respective areas for approval, prioritization, ranking and comment. Faculty proposals should be forwarded to your Dean and Provost. Staff proposals should be forwarded to the appropriate Vice President for approval. Student organization proposals should be forwarded to the Dean of Students for review and approval.

The submission deadline has been extended to Monday, March 16th, 2020 at 5 p.m.

Approved proposals must be received by the deadline and can be submitted to the STFAC by email to techfee@mec.cuny.edu no later than the close of business on Monday, March 16, 2020. Applicants should direct all questions to Paulette Martin at (718) 270-6172, pmartin@mec.cuny.edu or Karen Mitchell at (718) 270-5043, kmitchell@mec.cuny.edu.

**STUDENT TECHNOLOGY FEE FUNDS SHALL BE ALLOCATED AND EXPENDED ONLY FOR THE
FOLLOWING PURPOSES:**

1. IMPLEMENTING OR UPGRADING OF INSTRUCTIONAL COMPUTER LABS
2. ACQUIRING OR UPGRADING ACCESSIBLE TECHNOLOGY
3. IMPLEMENTING OR UPGRADING STUDENT-SERVING COMPUTER LABS
4. IMPROVING AND IMPLEMENTING STUDENT SERVICES
5. FACULTY DEVELOPMENT OF NEW OR IMPROVED COURSEWARE
6. ELECTRONIC INFORMATION RESOURCES IN THE LIBRARY
7. PERSONNEL FOR INSTALLATION AND MAINTENANCE OF COMPUTER SERVICES
8. UPGRADING INSTRUCTIONAL SPACES TO SUPPORT TECHNOLOGY-ASSISTED LEARNING
9. ACQUIRING TECHNOLOGY TOOLS TO SUPPORT COLLEGE-SPONSORED STUDENT ACTIVITIES
10. EXPAND STUDENT ACCESS TO CURRENT AND EMERGING TECHNOLOGY
11. PURCHASE OF ENTERPRISE SOLUTIONS

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 President accordingly. If needed, the Council may request interviews with anyone who has submitted a proposal. Final selections will be made by the President.

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/curriculum	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 plan and goals and PMP 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 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 STF. After the deadline, all submissions will be reviewed and evaluated by the STFAC. The STFAC will then forward its recommendations and feedback to the President and/or Provost.

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?

**Medgar Evers College
Student Technology Fee Plan 2020-2021**

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 MEC Master Plan/PMP) 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 Paulette Martin (pmartin@mec.cuny.edu) of Information Technology.*

Item Description	Quantity	Unit Cost	Ext. Cost	Recurring
<i>Hardware, Software, Peripherals, Personal Computers/Servers/Laptops</i>			\$	
Personal Computers			\$	
Laptops			\$	
Servers			\$	
Hardware (peripherals, network gear, Flat panels, notebook storage carts, numeric keypads) (various)			\$	
Instructional Media SMART Labs conversion			\$	
Multimedia carts			\$	
Overhead/LCD projectors			\$	
<i>Printers/Scanners</i>			\$	
Printers			\$	
Scanners/Copiers			\$	
Payment Kiosk and Readers			\$	
Printer Supplies			\$	
<i>Software</i>			\$	
Various software			\$	
Software license and renewals			\$	
Student Help Desk			\$	
Library Electronic Databases			\$	
			\$	
Student Printing			\$	
Furniture			\$	
Construction			\$	
Training, including Faculty Development Workshops			\$	
Miscellaneous			\$	
			\$	
REQUESTED AMOUNT FROM STUDENT TECHNOLOGY FUNDS			\$	

FY 2020 -2021 Student Technology Fund Call for Proposals

THE FOLLOWING MUST BE COMPLETED

PROPOSER'S AUTHORIZATION

Name	School/Department
Email:	Dean's Signature:
Telephone:	Provost/Vice President's Signature:
Vice President's or Dean's Rank Order:	Project's Strategic Priority:

PROPOSAL CHECKLIST

(Please answer “Yes” or “No” to the statements below)

_____ This proposal is a renewal.

_____ This proposal is relevant to the college’s MSCHE Accreditation and CUNY/MEC Strategic Plan Alignment.

_____ This proposal is a learning tool replacement for CUNY ETI.

_____ A SHORT STATEMENT OF WHAT HAS BEEN ACCOMPLISHED WITH STF AWARD WILL BE SUBMITTED TO THE STF OFFICE UPON THE COMPLETION OF THE PROJECT. THIS SHOULD INCLUDE DATA/RESULTS OF PROJECTS REQUESTING TO BE RENEWED AND AN ASSESSMENT OF PROJECT IMPACT. PLEASE SEND AN ELECTRONIC COPY TO Karen Mitchell, OAA – kmitchell@mec.cuny.edu

FOR OFFICE USE ONLY - COMMENTS