



MEMORANDUM

January 11, 2012

To: Chairs & Directors

Subject: Requests for Student Instructional Technology Funds
Deadline: March 8, 2012

MARY ANNE FITZPATRICK, DEAN
EDUCATIONAL FOUNDATION DISTINGUISHED PROFESSOR
COLLEGE OF ARTS AND SCIENCES

The College has Student Instructional Technology Funds (E700) available to upgrade hardware and software used in instructional environments. You are invited to submit proposals for technology-based purchases that enhance the educational experiences of students taking courses.

With the help of the College IT Advisory Committee (ITAC), the College will prioritize department requests so that the instructional technology funds are maximized to serve the greatest number of students possible. The College is already taking steps to update the larger undergraduate labs in our main facilities, Jones Physical Sciences (PSC) and in the Computing Center in Gambrell Hall.

Follow the guidelines in the attached form and submit electronic proposals by **March 8, 2012 to David Mullaney** (dmullane@mailbox.sc.edu), College Director for IT. Each request should explain resources needed and how these additions will enhance undergraduate or graduate education. Include in your requests a general breakdown of anticipated expenses. Your proposal costs should be estimated to include Internet references or vendor quotes where possible. Keep in mind that E700 funds come from student tuition and are intended for student accessible computing as it relates to instructional computing, not general IT needs in your department.

Evaluation criteria for proposals will include: expected instructional impact, number of students and courses affected, prospects for continuing use of the technology, potential for inter-departmental use of the technology, cost, installation and maintenance requirements, recurring costs. Another major consideration will be the departments' ability to cost share (with lab fees or other departmental resources). If you have multiple requests, you should field requests internally and rank them in terms of priority.

If requests are for the replacement of existing hardware or software, include model or version of the old. David Mullaney can assist you in preparing proposals. He will also work with you once approvals are made to coordinate purchases and maximize bulk orders where possible.

C: Vitaly Rossolov, ITAC Director
David Mullaney, IT Director

Student Technology Proposal Form

College of Arts and Sciences Request for Instructional Computing Funds

Deadline: March 8, 2012
To: David Mullaney - dmullane@mailbox.sc.edu

Date _____

Professor _____, Chair, Department of _____

1. This proposal is ranked (please circle) #1 #2 #3
2. Description of the request (you may attach supplementary information):

3. Number and type of computers and/or other hardware required:

4. Software and operating system requirements. Please indicate whether these are recurring or one-time costs:

5. Room location for equipment, model and/or versions of existing hardware or software if being updated:

6. Courses and projected enrollments that will utilize the resources and the impact on the curriculum:

7. Departmental commitment to support the resources requested and any cost sharing:

8. How does this request relate to maintaining or enhancing your current IT capabilities?