

**North Georgia College & State University  
Procedures for  
Requesting Student Technology Fee Funds  
2005-2006**

Student technology fee revenue is available for use in meeting instructional technology needs. Requests for funding may come from students, faculty, and staff. To review guidelines for the use of these funds, see <http://radar.ngcsu.edu/~egreen/BORGuidelinesStudentTech.htm> . Follow the procedures below in requesting funds. Please note that you must have plans to utilize existing physical space in implementing the use of any technology items you request. If hardware will be housed within an academic department or program, Section B must also be completed.

**Submission Instructions.** Your request and supporting documents must be received no later than 4 weeks prior to the scheduled committee meeting date at which you wish your proposal to be considered. (See below for Meeting Dates)

- 1) Modify this Word file and complete section A. The department head must complete section B, if applicable.
- 2) Send an email with this request as an attachment to Jay Steed, Chief Information Officer, at [jsteed@ngcsu.edu](mailto:jsteed@ngcsu.edu).
- 3) Send any supporting brochures, spec sheets, etc. to Jay by snail (campus) mail or fax to 706-864-1684.
- 4) Send a signed copy of your request to Ed Green, Mathematics and Computer Science Department by campus mail or fax to 706-864-1678.
- 5) Allocated Student Technology Fee funds must be spent in a timely fashion. Money allocated during the Fall Semester must be spent by February 1 and money allocated during the Spring Semester must be spent by June 1. Unspent funds will become available for other proposals. A request for an extension must be made in writing and submitted to the Chair of the Student Technology Committee at least one week prior to the deadline. The Committee will make a recommendation concerning extension to the President.

**Section A:**

Name of Requestor: Pamela Sachant

Date of Request: March 7, 2006

Semester of Implementation: Fall (August) 2006

Description of Request: As precisely and completely as possible, indicate exactly what you are requesting, i.e. computers, printers, scanners, other forms of hardware, or software. Include the cost of each item, required specs and other supporting details. Indicate whether the request is for new equipment/software or to upgrade existing equipment/software.

Add a digital image projector to the Art History classroom (Rm. 204) in Nix Mountain Cultural Center to support instruction in art history, studio art, and art education classes. The requested equipment includes:

- One (1) EPSON MODEL POWERLITE 835P Multimedia Projector, available with educator discount through Epson's Education Program, Brighter Futures (educator discount price of \$2934; retail price of \$3674)
- Four (4) spare lamps for projector

How will the requested technology support the education of NGCSU students?

The Department of Fine Arts is transitioning to digital technology for the retrieval, storage, and projection of images in all art history, art studio, and art education courses. Digital technology allows students to study and learn from a far broader range of much higher quality images than is available in slide format. Viewing images in a digital format is now the standard in higher education nationwide.

Indicate who will have use of the requested technology and the approximate number of students involved.

All faculty members in the Department of Fine Arts will have use of this equipment. It will be used in the two or three art history classes of approximately 25 students each that meet in the Art History classroom each semester, as well as in art studio and art education classrooms as needed. Approximately 100 students will benefit from the use of this equipment each semester.

Signature of Requestor: \_\_\_\_\_

Date: \_\_\_\_\_

**Section B:**

If the requested technology will be housed in a particular department or program, the department head or program director must compete and sign this section.

What are your projections of the annual cost of maintenance and supplies? (i.e. Lab assistants, paper and toner, software licensing, etc.)

No known additional costs.

How will you allocate the necessary funds for maintenance and supplies?

The Department of Fine Arts will absorb maintenance and supply costs.

What security procedures will be implemented for this technology?

Standard campus network security procedures. The physical security of the equipment will be monitored by department faculty members.

Department: Fine Arts

Head/Director signature: \_\_\_\_\_

Date: \_\_\_\_\_

Submission deadlines and Committee meeting dates for 2005-2006 are listed below. The meeting time is 12:30 p.m. in NOC 010. If you submit a funding request, you may be asked to attend the meeting, as a guest, to answer questions regarding your request. If so, the Committee may not act upon a submitted proposal if no representative attends to answer questions. If you have questions, contact Ed Green, Chair, Student Technology Fee Committee 2005-2006: [egreen@ngcsu.edu](mailto:egreen@ngcsu.edu) 864-1809, NOC 222.

Student Technology Fee Committee Meeting Dates 2005-2006 (subject to change):

November 1, 2005 (submissions due to Jay Steed by October 11, 2005)

April 4, 2006 (submissions due to Jay Steed by March 7, 2006)