

Section A:

Name of Requestor: Matthew Hagler (PRINT)

Date of Request: 9/20/2007

Semester of Implementation: Fall 07

Project Title: Camera for the Instructional Technology Department

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.

We are looking to purchase a new piece of equipment, a Canon XL2 mini DV camera including a few accessories to be added in. The products and prices are as follows:

<i>Canon XL2</i>	<i>\$ 3,979.95</i>
<i>Wireless Mic</i>	<i>\$ 1,116.90</i>
<i>Tripod</i>	<i>\$ 438.95</i>
Total	\$ 5,535.80

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

With this requested camera we can not only improve the presentations of our professors but we can improve the quality of presentation all over campus. This camera will be used for student convocations and other conferences that will be held. Along with this added ability we can use the camera for creating high quality pod casts and web videos for classes. It will allow the IT department to enhance their ability to do video production.

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

The camera will be the responsibility of the Instructional Technology Department.

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 complete 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.)

There will be no annual costs on equipment

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

Not needed

What security procedures will be implemented for this technology?

This equipment will be secured in the office of Instructional Technology

Department: _____

Head/Director signature: _____

Date: _____

Submissions must be received in at least electronic form by midnight, Wednesday, September 26, 2007 for consideration in this round of requests. The Student Technology Fee Committee will meet on Friday, September 28 from 3-5 pm, in the bottom floor Library Seminar room. If you submit a funding request, you may be asked to attend the meeting, as a guest, to answer questions regarding your request. If you have questions, contact: Carol Huczek, Administrative Assistant to the CIO , chuczek@ngcsu.edu, 706-864-1814.