

**North Georgia College & State University
Procedures for
Requesting Student Technology Fee Funds
Final FY 2007**

Part of student technology fee revenue is available for use in meeting instructional technology needs for “innovation projects”. Requests for funding may come from students, faculty, and staff. To review guidelines for the use of these funds, see <http://www.ngcsu.edu/Adminsrv/Infotech/TechFee/glines.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 Monday, April 23, 2007.

- 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 Dr. Bryson Payne, Interim Chief Information Officer, at bpayne@ngcsu.edu by Tuesday, April 24, 2007.
- 3) Send a signed, printed copy of this form along with any supporting documents to Dr. Payne, IIT, by campus mail or fax to 706-864-1684.
- 4) Allocated Student Technology Fee funds must be spent in a timely fashion. Money allocated during this semester must be spent by August 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: Eric Nelken (PRINT)

Date of Request: April 18, 2007 **Semester of Implementation:** Summer 2007

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.

I would like to make a video and Podcast editing computer available for student use. This is an inquiry we have received from many students at an increasing rate. Unfortunately unless the student is majoring in art, there is not a computer on campus that they have open access to for this purpose. I would like to assemble an editing station built from the 24-inch iMac computer system. The Center for Teaching and Learning Excellence has agreed to house and help support this system. The video editing station would also move to the new Library and Technology Center after the completion next summer.

The system would include: 24" iMac computer with upgraded RAM, Hard Drive, Video Card and 3 year Apple care Warranty (\$2,700); Sony DV Video Tape Deck with 4" LCD preview monitor (\$1000); Headphones and speakers (\$200); Various editing software packages (\$800); an external video preview monitor (\$400); and cable locks for system (\$100). The total cost of the project including accessories and cable locks would be \$5200

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

This station will support the students that desire to incorporate video into class assignments and presentations. This will also give students the ability to create Podcasts as this emerging technology is incorporated into the classroom.

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

The editing station will be available for reservation and use by any NGCSU student.

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.)

There should be minimal maintenance of this item, as it is a Macintosh computer and will be under a three-year warranty with Apple computer Corporation.

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

There should not be any recurring costs not covered by warranty.

What security procedures will be implemented for this technology?

The Computer will reside in an area that is currently a lab and is in plain view of the Center for Teaching and Learning Excellence. The computer will also be secured with a cable lock system as detailed above.

Department: Instructional Technology

Head/Director signature: _____

Date: _____

Submissions must be received in at least electronic form by midnight, Tuesday, April 24, 2007 for consideration in this round of requests. The Student Technology Fee Committee will meet on Wednesday, April 25 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: Shawn Tonner, Chair, Student Technology Fee Committee - sctonner@ngcsu.edu, 706-864-1889, Stewart Library.