2023-24 Technology Request Form

For Annual Planning/Program Review Requests AND Off-Cycle Requests

Welcome to the Cuyamaca College Technology Request Form!

Annual planning/program review requests are reviewed and prioritized in the Spring. *Anything outside that time frame can be submitted for Off-Cycle consideration and must be submitted via a different form.* **Please submit one form per request.** Complete the entire form thoroughly and answer all questions with specific details. Note that it is not necessary to request replacements for classroom computers, software, or office computers. These will be updated as part of the 5-year replacement cycle. For technology support, please contact the Help Desk at c-helpdesk@gcccd.edu.

- For assistance with quotes, please email Camillo Hernandez (camillo_hernandez@gcccd.edu). Let him know you need an estimate/quote for program review and allow 2 weeks.
- If you already have a funding source identified, you still need to submit a request for purposes of inventory, sustainability and support.
- Please keep in mind when filling out this form that extra consideration is given to proposals that demonstrate support of learning outcomes or benefits to multiple departments/programs.

* 1. Technology Plan Year

* 2. Title of Request

* 3. Location of Request

* 4. Department

* 5. Contact Person

Name

Email Address

* 6. Description
Please provide a brief description of the technology/software or technology project and its core goal(s).

Proposal Justification

A. College and District Strategic Plan

* 1. Please explain how the technology or enhancement supports the strategic plan and impacts students, employees, the college, and/or the district.

Which Strategic Plan priority (or priorities) are supported by this request?
To access the Strategic Plan, please click here.

☐ Increase equitable access (enrollment)

☐ Eliminate equity gaps in course success (passing grade in class)

☐ Increase persistence eliminate equity gaps (re-enrolling the subsequent semester or year)

☐ Increase completion and eliminate equity gaps (graduating with a degree/certificate, or transferring)

☐ Increase hiring and retention of diverse employees to reflect the students and communities we serve

☐ Other (please specify)

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[                                    ]
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* 2. How does the request support the above priorities?

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[                                    ]
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* 3. Who would this impact? Please select all that apply.

☐ Students

☐ Employees

☐ College

☐ District

☐ Other (please specify)

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[                                    ]
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* 4. What is the number of students or employees impacted per semester?

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[                ]
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* 5. How would this impact the above group(s)?

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[                                    ]
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B. Statewide Initiatives/Mandates

* 6. Does the technology support a state-wide initiative or is it a legal mandate or in support of a legal mandate?

○ Yes

○ No

7. If yes, please explain how the technology supports a state-wide initiative or is it a legal mandate or in support of a legal mandate?

[text box]

C. Criticality/Urgency

* 8. Please be aware that projects, once approved, are typically scheduled 6 months to a year in advance. Consider the consequences if the technology/software is not implemented, upgraded or renewed.

What are the consequences if the technology/software is not implemented/upgraded, or renewed? Examples: Security concerns, loss of FTES, mandates, accreditation, etc.
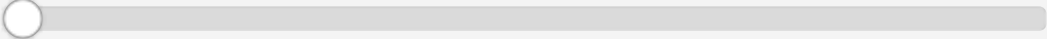
[text box]

* 9. What is your preferred time for implementation?

[text box]

D. Supporting Data

10. Tell us how the data you have supports the implementation of the technology. This can be qualitative or quantitative in the form of surveys, observations, SLO or other assessment data, institutional research data or other reports and data.

[text box]

11. How critical is this need in terms of supporting curriculum and services?

1 - Preferred, but not critical in support of current curriculum and services	5 - Critical need in support of current curriculum and services (Cannot deliver curriculum or services without it)

12. Please attach any supporting data/documentation using the "Upload" button below.

Choose File   Choose File   No file chosen

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COST ANALYSIS

Please list as much information as you can in sections E, F, and G. We understand that you may not be able to fully answer all of these questions independently.Based on the information you provide, District IT and/or Instructional Computing Services may conduct a Statement of Work (SOW) analysis and provide input on items such as time to implement, employee hours, number of individuals needed to implement, the needs for a campus and/or district project manager, vendor cooperation, integration with current systems, etc.

E. Resource Factors

* 1. Is the request for hardware or software?

◯ Hardware

◯ Software

* 2. Is the request for new or an upgrade to existing technology?

◯ New (new to the campus)

◯ Upgrade (replacing outdated technology)

F. Cost

* 3. Total initial cost of request: This includes hardware and software maintenance, licence, taxes, fees, shipping, storage, etc. Contact Bryan Cooper for assistance.

* 4. Funding Source:

○ General Fund

○ Grant

○ Other (please specify)

[   ]

5. Please attach quote using the "Upload" button below.

[Choose File] [Choose File]   No file chosen

Grant Funding Source

* 1. Please specify the grant that will fund the technology you are requesting.

[   ]

Evaluation Plan

G. Evaluating the Technology

1. Evaluation
i. How do you plan to evaluate the technology after implementation?

[   ]

Type of Request

1. Is this an Off-Cycle Request (e.g., not part of the annual planning/program review process)?

○ Yes

○ No

Off-Cycle Requests Only

1. What are the exigent circumstances and/or contributing factors that would qualify this request to be eligible for Off-cycle consideration? Please explain why this request cannot wait until the next annual planning cycle.

Technology Request Process

1. How can the Technology Request process be improved for next year?

Ready to Submit

1. Are you ready to submit your technology request?

○ Yes

○ No