

Cayuga Community College

Student Technology Fee Program Details

Program Overview:

The Student Technology Fee (STF) was adopted in the fall of 1998 by the Board of Trustees and put in place to ensure that the technology is available to support students in their area of study.

The Process:

Qualifications:

In order for a proposal to qualify for Student Technology Fee funding it must meet the following criteria.

- It must directly impact students
- It must be technology related

The term technology is open ended but generally means computer or software related solutions that directly impact students. Proposals regarding non-computer related solutions, such as cameras, or microscopes, will also be considered.

Proposals:

The STF Project Application form is available on the Campus Technology web site at IT Services→Policies, Procedures, Guidelines. Completed project application forms are to be submitted via email to stf-app@cayuga-cc.edu by February 1st of each year. **Late applications or incomplete forms will not be considered.**

Review Process:

The Instructional Technology Planning Group (ITPG) reviews the STF applications. The ITPG is represented by the academic division chairs, Library, Center for Academic Success, and IT and is chaired by the Dean of Information Technology.

Approval/Allocation Process:

ITPG will meet in late February to ensure qualifications are met, and will review and prioritize the projects based upon the overall program objectives. The final list of recommended projects is then reviewed by the Vice Presidents for project qualifications, costs and compliance with budget constraints. The Vice President of Administration will present final list of projects to the President for final approval.

Notification:

Applicants will be notified by March 1st if their project was approved or denied. If the project is approved it will be assigned a technical lead to manage ordering the equipment and possibly implementing the project depending on scope.

Project Expenditure Control:

The Dean of Information Technology controls the overall budget for approved projects to ensure that expenditures are made in accordance with the project plan and any conditions identified by the Vice President of Administration. All approved project expenditures must be encumbered by June 30th of the same fiscal year that the proposal was submitted, or the application will automatically expire. Approved applications that expire in this manner can be resubmitted in the next round of applications, however they must include supporting documentation explaining reason of delay in expending the approved funding, and they must include fresh (within 60 day) quotes. The general goal for project implementation is to complete project installations in the summer in order to be ready for the subsequent academic year.