Date: November 11, 2005

To: Academic Department Chairs
   Academic Deans

From: Thomas McQuaide, Chair
       Central Committee on Education Technology (CCET)

RE: Student Computer Access Program (SCAP) FY 2005-2006

This memo is the annual call for Student Computer Access Program (SCAP) applications.

As noted in the SUNY SCAP guidelines, the primary focus of SCAP funds is to support technology purchases that are of direct academic benefit to our students. The complete guidelines for 2005-2006 SCAP are available at http://www.newpaltz.edu/techcommittee/index.html.

The 2005-2006 SCAP allocation for SUNY-New Paltz is $130,512, which is slightly less than the amount of last year’s allocation. As a matter of fairness to all departments, the Committee will continue its past practice of not allocating more than 20% of the total SCAP funds to any single proposal. Department chairs are urged to prioritize their proposals. Dividing larger requests into phases over a number of years, with each phase able to benefit students on its own, is also recommended.

Attached you will find the application cover form along with the outline of topics that should be addressed in each SCAP proposal. Please note that all points must be addressed in your proposal, otherwise your proposal will be returned without consideration.

Also note that it is the responsibility of each department to verify that the department has a specific location within their department with the necessary supporting utilities – i.e. power, telecommunications, ventilation, etc. – for their requested items. If space modifications are necessary, the department must provide certification from Facilities Services and/or Telecommunications Services that the changes are in-progress or scheduled to be completed before the end of the current fiscal year.

Finally, Departments who receive SCAP funding will be expected to file a brief summary with the CCET of its installation and use the semester after items are received.

Questions regarding the SCAP guidelines and the qualification of individual items for SCAP funding can be addressed to Jon Lewit in Computer Services (lewit@newpaltz.edu).

Please submit 15 (fifteen) copies of your completed application to Thomas McQuaide, Department of Communication & Media, CSB 51 by Wednesday, January 25, 2006. Late applications will not be accepted.
Please attach your proposal to this cover sheet, using supplemental sheets as needed. Submit 15 (fifteen) copies and relevant materials, i.e. specifications, brochures, layouts, etc. to Thomas McQuaide, Dept. of Communication & Media, CSB 51. All proposals must be received no later than Wednesday, January 25, 2006.

Title of Proposal: _____________________________________________________________

Department: ___________________________ Location: ___________ Phone: ___________

Principle Contact
Person: ________________________ Location: ___________ Phone: ___________

____________ Contact Person Signature ______________ Date ______________

Department Chair: ________________________ Location: ___________ Phone: ___________

____________ Department Chair Signature ______________ Date ______________

____________ Dean’s Signature ______________ Date ______________

Note: Dean’s signature indicates that the Dean has reviewed this proposal and is aware of its implications concerning the needs for space, on-going maintenance, support, up-grades, etc.

In order to facilitate consideration of this proposal please address the following points in the order given below, using the given headings. If any of these points is not applicable to your proposal, please so indicate to avoid misunderstanding. Do not leave it blank. Since it will be impossible to give due consideration to incomplete proposals, any proposals which fails to address all these points will be returned without consideration. This application form should be attached as a cover page to your completed proposal.
Points to be Addressed in SCAP Proposals

1. **Aim of the project**
   a. Describe the direct academic benefits students will derive from the proposal.
   b. Describe the innovative aspects the proposal introduces or supports relative to your academic program.
   c. Explain in some detail how the proposal will fit into the long-range academic plan for your department.
   d. Describe the program enhancements to be provided by the new equipment.

2. **Student Utilization**
   Which courses/groups will use the equipment and/or software? Provide an estimate of the number of students and the number of hours of utilization.

3. **Currently available related resources**
   List (and describe if nomenclature does not suggest function unequivocally) available equipment currently in use for activities related to this proposal.

4. **Existing SCAP resources**
   List (and describe if necessary) any hardware and/or software bought with SCAP fund in the previous year. How does this equipment relate to the present proposal (if it does not, please indicate)? Does this equipment require upgrading?

5. **Software License(s)**
   Do you plan to use software that will not be purchased through this proposal? If so, do you have legal copies or valid site license(s) for such software that students will use on the requested equipment?

6. **Location**
   a. Where will the equipment be located?
   b. How much space is required?
   c. How is the proposed space being used currently?
   d. Will this proposal require structural/electrical/telecommunications modifications to the intended space? Note: Certification by Telecommunications and/or Facilities is required. Please attach the hard copy or e-mail memo to certify.
   e. Provide affirmation from the coordinator of that space that it is available for student computing. This affirmation should come from your Dean and not from the applicant.

7. **Access**
   a. List the estimated hours of access to the requested resources.
   b. Will these resources be available to students outside your department? If so, describe the estimated hours and conditions of access.

8. **Security**
   Describe the security equipment/measures that will be used to protect the requested resources and, if appropriate, restrict access by unauthorized users.

9. **Support materials**
   List support materials, such as tables, chairs, etc. that will be required.

10. **Training requirements**
    Will faculty/staff require training or support? If so, how will this be provided? Is there someone available within the department who is capable of providing support and daily maintenance for the requested resources? Please remember that SCAP funds cannot be used for personnel training.

11. **Estimated cost of the proposal**
Provide an itemized listing of the cost of the proposal’s elements. Computer Services can assist you in determining the cost of generally available hardware and software, and in finding vendors. However, it is each department’s responsibility to provide a complete and detailed budget. Please remember to include the cost of support materials.

12. Multiple phase capability
   Can the proposal be split into multiple phases? If so, please organize the proposal’s elements into phases and prioritize them. A brief explanation of the logic of phase organization would be helpful.

13. Additional sources
   List all additional sources of funding that are, or may be, available for the project.