Date: September 9, 2002

To: Academic Department Chairs
    Academic Deans

From: Lynn Spangler, Chair
    Central Committee on Educational Technology (CCET)

Re: Student Computer Access Program (SCAP) FY 2002/2003

This memo is a call for Student Computer Access Program (SCAP) applications. The primary purpose of SCAP funds is to provide student access to computing. For a more complete list of what can and cannot be funded, please check the guidelines on our website at http://www.newpaltz.edu/techcommittee/.

It is typical for SCAP requests to far exceed funds available, so it is important that you carefully justify your proposal in relationship to student learning and opportunity. Divide large requests into phases for which you can reapply for SCAP monies over two or more years; it is unlikely any one project can be funded for more than $40,000. For labs, however, do plan on requesting all computers in the same phase for a consistent hardware platform. Please be sure that all items in your proposal reflect current versions of hardware and software as well as prices.

Attached please find the cover sheet for your application as well as a list of the items you must address in your proposal. Be sure to address all items, and follow the order of the list. Please be thorough but concise. You also can find the cover sheet and proposal list at the CCET website.

Please note that those departments which receive SCAP-funded equipment will be expected to file a brief summary with CCET of its installation and use the semester after items are received.

If you have any questions regarding SCAP guidelines, please contact Jon Lewit (lewit@newpaltz.edu). Submit your completed application to Lynn Spangler in the Department of Communication and Media in CSB 51 by Friday, October 18, 2002. Late applications will not be accepted.