

Technology Request Form For Annual Planning and Off-Cycle Requests

Submit one form per request. Complete the entire form thoroughly and answer all questions with enough details and be specific. Incomplete or late forms will not be reviewed. For assistance completing this form, please contact your Chair. If applicable, please reflect on the technology funded by last year's plan, and how it impacted student learning and success and prioritize your requests. For all furniture requests, contact Facilities.

Classroom technology such as entire labs can be submitted as one request. Please be specific and you must provide quotes for each item. For assistance with technology quotes, email Sherri Braaksma with your requests. If you are submitting a quote for items that are not typically in instructional classrooms or a quote that did not go through Sherri, please note that you will need to include taxes, shipping and environmental fees.

Click here for a link to the [Technology Prioritization Rubric](#).

Please keep in mind when filling out this form that extra consideration is given to proposals that demonstrate one or more of the following:

- i. A critical need for state of the art technology and instructional software
- ii. Support of learning outcomes (student, program, institutional, or service)
- iii. Assistance to multiple departments

Technology Plan Year

Title of
Request

Location of
Request

***Priority Ranking**
(If submitting more than one
request in your department)

Discipline

Department

Contact Person

Contact Email

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

Please explain how the technology or enhancement supports the [strategic plan](#). Please include information on how students will be impacted and/or employees or the college or district overall. Would this be a district-wide implementation?

B. Statewide Initiatives / Mandates

Does the technology support a [state-wide initiative](#) or is it a legal mandate or in support of a legal mandate? Please explain.

C. Criticality / Urgency

What are the consequences and the number of students impacted if the technology/software is not implemented, upgraded or renewed. What is your preferred time for implementation?

D. Supporting Data

How does the data you have support 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.

E, F, G - 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. For instance, some costs will be known and some estimated; please indicated accordingly. Based on the information you provide, District IS 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. Funding and Staffing

Please describe your needs for implementing and maintaining the technology by answering the following questions:

- i. Will you need College or District staffing support? If so, please explain.
- ii. Will or could the work be contracted out to a third party? Please explain.
- iii. Does the company that provides the technology do installation?

F. Resource Factors

Please provide detail on the following:

- i. Is this hardware, software or both?
- ii. Is this new technology (new to the campus), a renewal (software), or upgrade of existing technology (hardware)?
- iii. If software, is it a one-time purchase or annual / recurring fee? Please explain.
- iv. What are the estimated maintenance fees, if applicable?
- v. What are the estimated replacement costs once the technology reaches its end of life cycle?
- vi. Are there any associated on-going support costs? Such as access to vendor support.
- vii. Is the technology compatible with current systems? Please state if you don't know.
- viii. Are there any other resources or special technology support needed to implement the technology?
- ix. What is the estimated time it will take to implement?

G. Cost

- i. Estimated cost for staffing from Section E above (if known):
- ii. Estimated cost for equipment/software from section F above: Indicate whether known or estimated. Include quotes for all applicable costs. This should include equipment, licenses, taxes, fees, shipping, environmental fees, etc.
- iii. Total estimated or known cost:
- iv. Do you have a funding source identified? If yes, please list source:

H. Evaluation

- i. How do you plan to evaluate the technology after implementation? This could include explaining how you will collect qualitative and/or quantitative data showing student usage and impact on learning or student services.

Off-Cycle Requests Only

Has funding been identified for this project? If yes, what is the smart key or funding source (Equity, General Fund, Perkins, etc.)? (This question relates to Section G on the Technology Prioritization Rubric.)

What are the exigent circumstances and/or contributing factors that would qualify this request to be eligible for Off-Cycle consideration? In other words, why can't this request wait until the next annual planning cycle? (This question relates to Section C on the Technology Prioritization Rubric.)

CUYAMACA COLLEGE TECHNOLOGY PRIORITIZATION RUBRIC (PILOT)

[Return to previous page](#)

			3 points	2 points	1 point	x	Total
Justification	A	Relationship to Strategic Plan	Technology clearly supports the vision of the Strategic Plan or other college or district plan.	Technology somewhat supports the vision of the Strategic Plan or other college or district plan.	Technology has little or no support for the vision of the Strategic Plan or other college or district plan.	3	
	B	Mandate OR Support State-wide Initiative Basic Skills, Student Success, Equity, Strong Workforce, OEI, OER, etc.	The technology clearly supports a state-wide initiative or is a mandate.	The technology somewhat supports a state-wide initiative or is a mandate.	The technology has no relation to a state-wide initiative or is a mandate.	2	
	C	Criticality / Urgency	The consequences of not supporting this technology are significant. (Such as security concerns, loss of FTES, mandates, accreditation, etc.)	The consequences of not supporting this technology are moderate.	The consequences of not supporting this technology are relatively minor.	2	
	D	Data-informed	The implementation of the technology is clearly supported by qualitative or quantitative data, e.g. surveys, observations, SLO or other assessment data, institutional research data, or other reports or data.	The implementation of the technology is somewhat supported by qualitative or quantitative data.	The implementation of the technology is not supported by qualitative or quantitative data.	1	
Cost Analysis	E	Funding and Staffing Support	The technology can be maintained with existing funding sources & staffing	The technology will require moderate increases in funding & staffing.	The technology will require significant increases in funding & staffing	2	
	F	Cost How much does it cost & from where are the dollars coming	The technology requires minimal funding to complete or funding has been identified.	The technology requires somewhat significant funding to complete &/or Partial funding has been identified.	The technology requires significant funding to complete &/or Funding has not been identified	1	
	G	Resource Factors Equipment Costs, timeline, etc.	The technology is straightforward requiring minimal resources to implement. (Time to implement, employee hours, number of individuals needed to implement, need for campus/district project manager, vendor cooperation, integration with current systems, etc.)	The technology will require a moderate amount of resources to implement.	The technology will involve a significant amount of resources to implement.	1	
Evaluation	H	Evaluation of Technology	There is a clear plan for evaluating the proposed technology after implementation.	The plan for evaluating the proposed technology after implementation is somewhat clear.	There is no plan for evaluating the proposed technology after implementation, or the plan will not achieve desired evaluation results.	1	