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

Welcome to the Cuyamaca College Technology Request Form!

2021-22 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 Bryan Cooper. 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).

7. Which Program Review goal does this technology request support?

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# College and District Strategic Plan

**Proposal Justification**

* + 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](https://www.cuyamaca.edu/_resources/assets/pdfs/about/2016-2022-Strategic-Plan-Cuyamaca.pdf).

Increase Equitable Access
Eliminate Equity Gaps in Course Success

Increase Persistence and Eliminate Equity Gaps
Increase Completion and Eliminate Equity Gaps
Increase hiring & retention of diverse employees to reflect the students and communities we serve

Other (please specify)

* 2. How does the request support the above priorities?
	+ 3. Who would this impact? Please select all that apply.

Students Employees College District

Other (please specify)

* 4. What is the number of students or employees impacted per semester?
* 5. How would this impact the above group(s)?

# 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?

# 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.

* 9. What is your preferred time for implementation?

# 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.
* 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)

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

No file chosen

Choose File

Choose File

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**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.**

**COST ANALYSIS**

# 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)

# Cost

* 3. Total initial cost of request: This includes hardware and software maintenance, license, 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.

No file chosen

Choose File

Choose File

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

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Grant Funding Source

# Evaluating the Technology

Evaluation Plan

1. Evaluation
	1. 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)?

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 Yes No

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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.

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* 1. Are you ready to submit your technology request?

Ready to Submit

 Yes No