

2025-2026 College Technology Request Form

For Annual Planning and Program Review Requests

Date: _____

Is this request connected to another request?

☐ Facilities Resource Request: _____

☐ ROC Request: _____

This form is used to request the purchase of technology (hardware or software) for departments at Cuyamaca College. Annual planning/program review requests are reviewed and prioritized in the **Spring**.

Off-cycle requests (submitted outside of the planning window) must use this form and indicate urgent circumstances.

Important:

- Please submit **one form per request**.
- If requesting technology replacements for standard classroom equipment, office computers, or software please contact Dean Hurtado Soto jessica.hurtadosoto@gcccd.edu. Items requested may be part of the **5-year replacement** funding cycle.
- For **quote and estimate assistance**, contact **Camillo Hernandez-Lutu** camillo.hernandez@gcccd.edu and please allow at least **2 weeks** for an estimate.

OFF-CYCLE REQUESTS?

Is this an Off-Cycle Request

☐ Yes

☐ No

If yes, please describe the urgent need and why it cannot wait for the next planning cycle: *Include timeline impacts, accreditation, legal deadlines, etc.*

SECTION A: GENERAL INFORMATION

1. Has this request been discussed with your dean?

- a. ☐ Yes — Dean's Name: _____
- b. ☐ No (*Please make sure this request is approved by your dean before completing the form*)

2. Title of Request: (*Short title summarizing the technology/software needed*)

3. Department: (*Specify the department or division submitting the request*)

4. Primary Contact Person: (*Name, title, email, and phone number*)

5. Type of Request:

- a. ☐ Hardware
- b. ☐ Software
- c. ☐ Both

6. Is this a new purchase or an upgrade/replacement?

- a. ☐ New
- b. ☐ Upgrade/Replacement

SECTION B: TECHNOLOGY DESCRIPTION & COST

8. **Description of Technology or Software:** *Provide item name(s), use case, specs, quantity, purpose, and any features or integration needs.*

9. **Are there any additional funds or resources needed?** *(e.g., installation, programming or storage)*

☐ Yes — Please describe: _____

☐ No

11. **Total Estimated Cost** (hardware, licensing, shipping, taxes, etc.): Please upload a quote.



Upload a price quote

12. **If funding source has been identified, please select the type of funding:**

☐ General Fund

☐ Grant — Name of Grant: _____

☐ Other: _____

SECTION C: STRATEGIC ALIGNMENT

14. **How does this request align with the College and District Strategic Plan?**

Describe how the request supports student success, equity, or operational excellence.

15. Which Strategic Plan priority does this request support? *Select all that apply*

- ☐ Increase equitable access
- ☐ Eliminate equity gaps in course success
- ☐ Increase persistence and eliminate equity gaps
- ☐ Increase completion and eliminate equity gaps
- ☐ Increase hiring and retention of diverse employees

16. How does this request support the selected priorities? *Include details such as multilingual access, inclusive content, accessibility features, engagement, etc.*

17. Who will be impacted by this request? (Select all that apply):

- ☐ Students
- ☐ Employees
- ☐ College
- ☐ District
- ☐ Other: _____

18. How many individuals will be impacted per semester?

- ☐ 0–100
- ☐ 101–500
- ☐ 501–999
- ☐ 1,000+

19. Please describe how this request impacts the selected group(s): *Provide examples such as improved access to information, better communication, or equity-focused outcomes.*

SECTION D: STATEWIDE INITIATIVES AND LEGAL MANDATES

20. Does this request support a statewide initiative or legal mandate?

☐ Yes

☐ No

21. If yes, please explain: *Cite any relevant laws, initiatives, or compliance factors.*

SECTION E: CRITICALITY AND TIMELINE Preferred time of implementation: *e.g., Fall 2025, ASAP, etc.* **How critical is this request to current curriculum or service delivery?** (1 = Preferred, but not essential; 5 = Cannot deliver services without it).

SECTION F: SUPPORTING DATA

25. What data supports this request? *Include SLOs, surveys, student success data, institutional research, observations, etc.*

26. Relevant research or statistics (optional): *E.g., “Digital signage improves retention by 47%,” “Engagement increased by 40%,” etc.*

 **Upload Supporting Documents**

SECTION G: EVALUATION PLAN

27. How will you evaluate the effectiveness of this technology after implementation? *Include both qualitative and quantitative methods (surveys, analytics, cost analysis, feedback, etc.).*

