

To: ETSU Vice Presidents, Deans, and Directors

From: Karen King and Steve Bader, Co-Chairs
Technology Access Fee Advisory Committee

Subject: Request for Proposals for TAF Innovative Projects

Date: October 20, 2008

The Technology Access Fee Advisory Committee is requesting proposals for innovative projects to improve teaching and learning through technology. The committee has identified approximately \$300,000.00 for this purpose.

Attached are the following:

- The criteria that will be used to evaluate proposals
- What the TAF committee will and will not fund as part of this RFP
- General information for departments that submit a proposal
- A proposal form
- Space for signatures and for deans/directors and vice presidents to indicate their priority ranking of each pre-proposal forwarded to the committee

Proposals should be routed from the originating unit to the appropriate dean or director and then to the appropriate vice president. Please note that the proposal form calls for the dean/director and the vice president to prioritize multiple submissions. The TAF Subcommittee on Innovative Projects will review proposals, including analysis of technical feasibility and appropriateness of the proposed project. The Subcommittee will also consult as needed with originating units.

Because of state restrictions on TAF funds, no money can be transferred to any other account. Units will submit the paperwork for funded projects through the Office of Information Technology, and OIT will oversee ordering and installing all items. OIT staff members implement the approved projects in priority order; typically, implementation of projects will begin during fall semester. Some projects may continue into spring and summer 2010. Units are approved for a specific project to be implemented, not for an amount of money.

Please submit one (1) hard copy of the application to your Dean by December 31, 2008. Deans should forward prioritized proposals to the appropriate Vice President by January 15, 2009. Vice Presidents please forward prioritized, signed proposals to Karen King no later than January 31, 2009.

**Request for Proposals for Innovative Projects to
Improve Teaching and Learning through Technology
Technology Access Fee Advisory Committee
2009/10**

The Technology Access Fee (TAF) Advisory Committee is requesting proposals for innovative projects that will improve teaching and learning at ETSU. The TAF Committee will recommend funding for approximately \$300,000.00 in innovative projects for Fall 2009.

Criteria and General Information

1. The TAF Committee will consider only projects that are primarily focused on **improving teaching and learning at ETSU**. Factors that will affect the rating of a proposal include the following:
 - a. The degree to which the project will have a direct and substantial impact on students' educational outcomes.
 - b. The innovativeness of the project, at least in relation to current practice at ETSU. Departments may submit proposals for pilot tests of technology.
 - c. The quality of the educational benefit to students and how long the project will serve students.
 - d. The nature and extent of the department or unit's contribution to the project.
 - e. The priority assigned to the proposal by the dean, director, or vice president for the unit.
 - f. The number of students to be served. If all other factors are equal, the committee will favor proposals that will have significant impact on the quality of education for larger numbers of students. However, departments should also submit proposals that will have significant impact on the quality of education for smaller groups, e.g., students in upper division or graduate courses.
 - g. The feasibility of the project in terms of scope, clarity of planning, ability of individuals/units to implement and maintain the project, and specificity of goals.
 - h. The degree to which the project will have a direct and substantial impact on student success, for example, student performance in high-risk courses.
 - i. For projects of approximately equal merit, additional consideration will be given to projects for units that have not received funding from this source in recent years.

2. The TAF committee will NOT support the following as part of this RFP:
 - a. A new departmental computer laboratory. (Proposals for new computer labs must be submitted to the TAF committee through the Computer Lab Subcommittee – contact Karen King kingk@etsu.edu .)
 - b. Equipment that is not allowable under TBR guidelines for purchase with TAF monies. (If a department is not certain whether something is allowable, the chair or director may contact Karen King at 96809, kingk@etsu.edu .)
 - c. Personnel costs of any kind.
 - d. Any continuing costs to be incurred after June 30, 2010. This is a one-time allocation.
 - e. Costs for routine supplies such as paper, office supplies, toner, etc.

Department: _____

- f. Multimedia equipment – either portable or installed (Proposals for new multimedia equipment must be submitted to the TAF committee through the Multimedia Classroom Subcommittee – contact Karen King kingk@etsu.edu .)
3. In accordance with policy approved by the Information Technology Governance Council, TAF funds cannot be committed as matching funds in a proposal for external funding without first consulting the TAF Advisory Committee and obtaining a written statement, signed by the co-chairs of the committee, that such a commitment has been authorized. Departments can request TAF funds as matching funds for appropriate projects to be externally funded, but the TAF Advisory Committee is not obligated to support any matching funds that they have not previously authorized.
4. The TAF Committee may support funding the following as part of this RFP:
 - a. Computers.
 - b. Peripherals.
 - c. Software.
 - d. Multimedia and other technology that is part of a well-articulated project for improving teaching and learning.
 - e. Reasonable and feasible minor renovations necessary to the project. Renovations may include alterations to physical space, heat, ventilation, cooling, electrical service, networking connections, etc.
 - f. Furniture and furnishings, only as essential to the project.
5. It will be the responsibility of the department to maintain the equipment, supervise it, and keep it secure. The TAF Committee retains responsibility for monitoring the appropriateness of the usage. Departments should be aware that there is no guarantee that equipment, software, and other items funded through this process will be renewed or replaced by the TAF Committee in the future. Replacement of stolen and/or damaged equipment will be the responsibility of the department.
6. The TAF funds allocated through this RFP process are available in the 2009 year. Because of state restrictions on TAF funds, no money can be transferred to any other account. Units will submit the paperwork for their projects through the Office of Information Technology for purchases, and OIT will oversee ordering and installing the items. Please note: Funding is for the completed project. Realized savings will be retained in the TAF account for redistribution by the TAF committee.
7. Projects will be prioritized, and OIT staff will implement them in order, beginning in Fall 2009. The priority order and status of each project will be available on the TAF web page <http://www.etsu.edu/taf>.
8. The requesting department agrees to provide any reasonable information that the TAF Committee requires in the future to evaluate the use of TAF funds and the success of the project. Items purchased with TAF funds must not be diverted to other purposes or functions without prior review and approval from the TAF Advisory Board.

Department: _____

**Proposal for Funding for Innovative Projects to
Improve Teaching and Learning through Technology
Technology Access Fee Advisory Committee
2009**

Please submit one (1) hard copy of the application to your Dean by December 31, 2008. Deans should forward prioritized proposals to the appropriate Vice President by January 15, 2009. Vice Presidents please forward prioritized, signed proposals to Karen King no later than January 31, 2009.

Sponsoring department/unit:

Contact person:

Title/Role:

Mailing address:

Email address:

Telephone:

- A. Please describe the nature of the project for which you are requesting TAF funding.** In particular, describe the outcomes you want to accomplish through technology and how you believe you can accomplish them. Please provide details sufficient to describe what you want to do and what technology you think may be necessary to implement your proposed project.
- B. Please provide a rationale/justification for the project.** Focus on the project's impact on teaching and learning, its educational outcomes, and impact on students' success. Explain the project's relationship to departmental, college, and university goals and/or the ETSU Information Technology Strategic Plan.

Department: _____

C. **Budget:** Please provide a narrative for the categories below and complete the budget summary sheet.

- i. Equipment, software, etc.: Please describe the type of equipment and software for this project and provide reasonable cost estimates. *For computer equipment, contact Kim Thompson (Thompson@etsu.edu) for standard configurations and options.*
- ii. Furniture, furnishings, supplies, carpeting, etc.: Please describe any furniture, furnishing, or supplies that are essential to this project and provide reasonable cost estimates. For computer furniture, contact Kim Thompson (Thompson@etsu.edu) for TAF standard equipment.
- iii. Minor Renovations: Please describe any minor renovations (physical space, heat, ventilation, electrical, networking, etc.) that are essential to this project.

D. **Space:** Please identify the space to be used for the project. If this project will involve space that is currently used as a classroom or laboratory space, please describe the impact on instruction, for example, a change in numbers and types of classes that will use the space, a change in number of student seats, the number of classes that will be displaced, etc.

Budget Summary

Item – description, number of items needed, cost per unit, etc.	Cost	Amount Requested from TAF	Amount Contributed by Department or Unit
<p><i>Equipment, software, etc.</i></p> <p>Check ETSU’s standard configurations and options at http://www.etsu.edu/taf/standards.asp. Follow link to standards.</p> <p>For nonstandard items, please identify one or more vendors, and obtain a reasonable estimate.</p>			
<p><i>Furniture, furnishings, carpeting, non-routine supplies, etc.</i></p> <p>Check ETSU’s standard computer furniture at http://www.etsu.edu/taf/standards.asp . Follow link to standards.</p> <p>Check ETSU and TBR standard prices and purchasing arrangements through Purchasing Office.</p> <p>For nonstandard items, please identify one or more vendors, and obtain a reasonable estimate.</p>			
<p>Budget Totals, not including minor renovations:</p>			

Department: _____

<p><i>Minor renovations - construction or reconfiguration of space, HVAC, electrical, networking, etc.</i></p> <p>Identify the space and what needs to be done, including number of network drops. Give as much information as possible to enable Physical Plant to estimate the cost. For example, you may want to attach a sketch.</p>			

Signatures:

Department Chairperson/Director

Date

Dean/Director

Date

Associate VP/Chief Information Officer

Date

Dean's priority rating for this request: Rank _____ out of _____ total requests submitted

Vice President

Date

VP's priority rating for this request: Rank _____ out of _____ total requests submitted