

For Off-Cycle Requests Only

Welcome to the Cuyamaca College Off-Cycle Technology Request Form!

Annual planning requests are reviewed and prioritized in the Spring. **Anything outside that time frame can be submitted for Off-Cycle consideration. Please submit one form per request.** Complete the entire form thoroughly and answer all questions with specific details.

- Classroom technology such as entire labs can be submitted as one request
- All renewal software requests can be submitted as one request. You must provide quotes.
- For assistance with technology/software quotes, email Sherri Braaksma.
- 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.
- Please keep in mind when filling out this form that extra consideration is given to proposals that demonstrate one or more of the following:
 - Support of learning outcomes (student, program, institutional, or service)
 - Assistance to multiple departments

1. Technology Plan Year

2. Title of Request

3. Location of Request

4. Discipline

5. Department

6. Contact Person

Name

Email Address

7. Description

Please provide a brief description of the technology/software or technology project and its core goal(s).

8. 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?

Technology Request Form: Off-Cycle

Proposal Justification

A. College and District Strategic Plan

1. Please explain how the technology or enhancement supports the strategic plan. Include information on how students will be impacted and/or employees or the college or district overall. Consider whether this would this be a district-wide implementation.

Which Strategic Plan priority (or priorities) are supported by this request?

To access the Strategic Plan, please click [here](#).

- Basic Skills Acceleration
- Guided Student Pathways
- Student Validation and Engagement
- Organizational Health
- 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. How would this impact the above group(s)?

B. Statewide Initiatives/Mandates

5. Does the technology support a state-wide initiative or is it a legal mandate or in support of a legal mandate?

- Yes
- No

6. 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?

C. Criticality/Urgency

7. 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.

8. What is the number of students impacted per semester if the technology/software is not implemented, upgraded or renewed?

9. What is your preferred time for implementation?

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

No file chosen

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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. 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.

E. 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)

F. Cost

3. Estimated or known total initial cost of request: This includes hardware and software maintenance, licences, taxes, fees, shipping, storage, etc.

4. Funding Source:

General Fund

Grant

Perkins

Other (please specify)

5. Please attach quote using the "Upload" button below.

Choose File

No file chosen

G. Evaluating the Technology

6. Evaluation

i. How do you plan to evaluate the technology after implementation?

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Request Submission Confirmation

1. Are you ready to submit your off-cycle technology request?

Yes

No