

Brooklyn College - Student Tech Fee Summary

|  | QTY | 2014-2015 | 2015-2016 | 2016-2017 |
|--|-----|-----------|-----------|-----------|
| <b>Staff Costs (including fringe benefits costs)</b>   |     |           |           |           |
| Carryover staff costs from final 2013-2014 pay period  |     | 50,000    | 50,000    | 50,000    |
| Public Computing Labs - expanded student support in Library New Media Center, Library lower-level computer area, and ITS Public Computing Lab (CA's and Adjunct's) |     | 370,000   | 370,000   | 370,000   |
| Instructional Tech Team - support staff dedicated to supporting classroom technology during all classroom hours - including weekends and evenings.                 |     |           |           |           |
| FT Coordinator   |     | 62,232    | 65,000    | 65,000    |
| FT Off-hours Support Coordinator   |     | 75,000    | 75,000    | 75,000    |
| PT Support Techs   |     | 150,000   | 150,000   | 150,000   |
| PT Student Laptop Loaner program support   |     | 25,567    | 25,567    | 25,567    |
| FT Weekend Lab Manager   |     | 60,252    | 60,252    | 60,252    |
| Fringe benefits - PT   |     | 132,573   | 132,573   | 132,573   |
| Fringe benefits - FT   |     | 82,153    | 83,305    | 83,305    |

Consulting

Hardware, Software, Peripherals

PCs/MAC's

|   |  |         |         |         |
|---|--|---------|---------|---------|
| Regular 3-year-cycle computer upgrades in public labs |  | 300,000 | 300,000 | 300,000 |
| CIS Studio Computer Lab (30)                          |  | 47,050  |         |         |
| Psychology Experimental Psych Suites (30)             |  | 28,000  |         |         |
| Chemistry 451NE (1)                                   |  | 900     |         |         |
| Children's Studies - new PC's for student use (4)     |  | 4,000   |         |         |
| On Campus magazine MAC (1)                            |  | 2,500   |         |         |
| TV/Radio editing lab - MAC Pro's (8)                  |  | 50,000  |         |         |
| Film editing lab - MAC's (25)                         |  | 47,500  |         |         |
| Art Digital Darkroom MAC's (6)                        |  | 9,000   |         |         |

See also Smart Classroom renovations under Construction category below

Laptops/Tablets

|  |  |       |  |  |
|--|--|-------|--|--|
| Personal Counseling sign-in tablets    |  | 1,800 |  |  |
| Student Center - event ticket scanners |  | 6,000 |  |  |

Servers

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| <u>Projection Device</u>  |     |           |           |           |
| Psych 5109J and 5117J projection systems  |     | 12,000    |           |           |
| Psych 4607J Projection and LCD systems  |     | 22,000    |           |           |
| Psychology - Equip 5109J with video projection and sound  |     | 6,000     |           |           |
| Psychology - Equip 5117J with video projection and sound  |     | 6,000     |           |           |
| Music Education - 2 smartboards   |     | 11,000    |           |           |
| <u>Printers/Scanners</u>  |     |           |           |           |
| Sociology - large format GIS printer  | 1   | 8,000     |           |           |
| Theater - Large format set design printer   | 1   | 6,500     |           |           |
| Art - Digital Darkerroom scanners and printers  |     | 4,500     |           |           |
| Art - Phaser 7800DN color printer   | 1   | 3,350     |           |           |
| On Campus magazine  | 1   | 500       |           |           |
| <u>Routers/Hubs/Wiring</u>  |     |           |           |           |
| See also "network infrastructure expansion" under Misc below  |     |           |           |           |
| <u>Infrastructure</u>   |     |           |           |           |
| Cell Phone Repeater System (Ingersoll Hall)   |     | 80,000    |           |           |
| <u>Wiring</u>   |     |           |           |           |
| See also Smart Classroom renovations under Construction category below  |     |           |           |           |
| Software  |     |           |           |           |
| Software site license annual fees for instructional and student lab use (E.G., Microcase, Keyserver, MapleNet, Maple-TA Eviews, Matlab, After Effects, Nvivo, etc.. |     | 75,000    | 35,000    | 40,000    |
| Licensing of E-Recruitment system that provides online job postings and resume building   |     | 5,500     | 6,000     | 6,000     |
| Licensing on SONA live subject management system for science departments  |     | 950       | 1,000     | 1,000     |
| BC Network News video system annual maintenance   |     | 5,000     | 5,100     | 5,202     |
| Art - Maya software   |     | 1,727     |           |           |
| Biology - Genomics Software   |     | 10,000    |           |           |
| Music - Software Upgrade (1. Max/MSP/Jitter/Gen 2. Melodyne 3. & New Software (SmartMusic)  |     | 5,092     |           |           |
| TV-Radio - DaVinci Resolve w/Wave panel software  |     | 4,400     |           |           |

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| Library Electronic Journals                |     |           |           |           |
| Library - Electronic Journals              |     | 250,000   | 250,000   | 250,000   |
| Furniture                                  |     |           |           |           |
| Children's Studies - Computer workstations |     | 6,000     |           |           |

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| <b>Construction</b>   |     |           |           |           |
| Renovation of legacy classrooms into "smart" classrooms with video projection, adjustable lighting, audio systems, Crestron touchpad controls, PC/MAC, full-technology podium, and networking (estimated 25-30 rooms) |     | 500,000   | 500,000   | 500,000   |
| <b>Faculty development and Training</b>   |     |           |           |           |
| Center for Teaching - 5 Apperson data link scanners & accessories   |     | 4,923     |           |           |
| <b>Miscellaneous</b>  |     |           |           |           |
| Network infrastructure and expansion: WIFI, student AV and Anti-SPAM, expanded Internet access for labs   |     | 85,000    | 85,000    | 85,000    |
| Signage and logo'ing  |     | 2,500     | 2,550     | 2,601     |
| Spare and replacement parts for presentation carts and smart classrooms   |     | 25,000    | 25,500    | 26,010    |
| Spare parts for instructional AV systems  |     | 15,500    | 15,810    | 16,126    |
| Student public lab printing supplies and equipment  |     | 57,500    | 58,650    | 59,823    |
| Art - MFA Support - 5201 & 5102 Boylan: Copy-scan kit, tablet, Cannon EOS Camera, Camera bag, MacPro Dragonframe software.  |     | 11,204    |           |           |
| Biology - Cellometer K2 Image Cytometer, Laptop, laptop cart, and lock  |     | 15,230    |           |           |
| Music - Mixer, Cable, Stand, Speaker Stand, Speakers, Microphone, Eterwave, Analog Synthesizer, East West sample Library, Metric Halo, Audio Recorders, GLYPH Hard Drive  |     | 11,214    |           |           |
| Disabilities - Livescribe Smart Pens, 10 Special Notebooks, 15 Smartpen portfolios, 10 USB cables, 2 receiving headsets, 1 noise-cancelling headphones.   |     | 1,548     |           |           |
| Earth Science - 20 Unit Classroom Kit of Trimble Juno 3B GPS  |     | 10,995    |           |           |
| Kinesiology - Video Cameras, Tripods, Camera bags, digital video cameras, memory cards, wireless microphone   |     | 18,533    |           |           |
| Modern langauges - PowerVault NX400 NAS, 2 LogiTech Wireless Touch Keyboard K400 w/ touchpad  |     | 4,580     |           |           |
| PIMA - Cannon Camera, 2 projectors, 2 Matrox triple head external graphics expansion module.  |     | 6,263     |           |           |
| Psychology - 120 response Clickers  |     | 3,939     |           |           |
| Early Childhood - Small scale pilot replacement video monitoring system for ECC   |     | 6,398     |           |           |
| Education - 40 Camcorder, 40 tripods,   |     | 7,080     |           |           |
| Speech - Audiometer, biofeed machine, oximeter, camcorder, recorder, tripod, iPad cases, iPad minis, iPod nano, clinical equipment, projector etc   |     | 20,000    |           |           |

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| Enterprise Initiatives   |     | 600,000          | 600,000   | 600,000   |
| Including: Blackboard, Encryption, Oracle, Microsoft, SPSS, Internet2 UsableNet, refshare, Enterprise security, Optimal Resume, Adobe... |     |                  |           |           |
| <b>Totals:</b>   |     | <b>3,435,452</b> |           |           |

Brooklyn College  
Student Technology Fee Committee  
2014-2015

Administration

William Tramontano  
*Provost and Vice President for Academic Affairs*

Joseph Giovannelli  
*Senior Vice President for Finance and Administration*

Milga Morales  
*Vice President for Student Affairs*

IT/Library

Mark Gold  
*Assistant Vice President for Information Technology Services/CIO*

Stephanie Walker  
*Chief Librarian and Director of Academic Information Technology*

Students

David Rosenberg  
Washieka Torres  
Mordechai Lutz  
*Student government Presidents*

Aleksandra Roznansky  
Rebecca Najjar  
*Students*

Faculty

Jason Thompson  
Neil Dazet  
Steven Remy  
Anjana Saxena  
*Faculty Computer Utilization and Educational Technology Committee*

## Student Technology Fee Proposal Form (revised 10/2013)

Request may not exceed 3 single spaced pages of 11 point type.  
Longer requests or smaller point type will not be considered.

Please read the accompanying guidelines and instructions carefully before making your proposal.  
Submit the completed form electronically to [STFREQUST@brooklyn.cuny.edu](mailto:STFREQUST@brooklyn.cuny.edu)  
Contact Anil Lilly of ITS with any questions – x5861  
Deadline: November 27, 2013. Late submissions will not be considered.

1. Department/Office Name: **LIBRARY/AIT**

2. Applicant Name(s): **Stephanie Walker**

3. Primary Contact for Request(s): **Howard Spivak**

4. Request \_\_\_\_\_ of \_\_\_\_\_

5. Area head approval: \_\_\_\_\_  
signature

NOTE NEW PROCEDURE! All proposals MUST be approved and submitted by the appropriate executive area head:  
Student proposals by VP of Student Affairs Morales. Faculty proposals by the appropriate Dean of School.  
Administrative proposals by AVP Mark Gold. Library proposals by the Chief Librarian Stephanie Walker

6. Description of proposed expenditure/project:

***Replace and Upgrade the public computers in the Library Cafe***  
***Estimated cost: \$67,000***

There are 80 publically available computers in the Library Café. Sixty six (66) are Dell computers model 745, 2GB RAM, installed in 2007. In May 2012 they reached the end of their warrantee period. Maintenance of these computers is an increasing problem. More importantly, although these computers technically have the ability to run current software such as the MS System 7 operating system and MS Office 2010, their lack of sufficient RAM makes them run inefficiently and thus more slowly. The recommended configuration is a Dell 780 computer with 4GB of RAM.

Fourteen (14) of the computers are Intel IMacs installed in 2008. All have large 25" monitors (purchased because they came equipped with a VESA mount adapter which allowed the screen to be connected to the existing Café infrastructure). We recommend replacing at least half of these large screens with more manageable 21" screens which were not VESA compatible previously.

The Café is one of the showplaces on Campus. The computers in the Café are among the most heavily used on campus. Between 12/1998 and 11/13/2013 there were 1,270,095 Café logins. This number greatly underestimates actual use. Logins are recorded only during staffed hours and the Café is open 24x7. This semester, due to temporary service budget cuts, staffing was reduced from 12 midnight to 9:45pm, further underestimating actual use.

We recommend that the current equipment be reallocated and used at other locations on campus.

7. Estimated total cost: (ITS can assist with general technology cost estimates):

**Estimated Costs:**

66 Dell Computers at \$750 = \$49,500  
14 Imac with 21" screen at \$1,200 = \$17,500  
Total \$67,000

**Note: costs can be reduced by combining with other orders into a combined purchase.**

8. Are any of the items in your proposal available from only one source? If so, please attach a sole source attestation letter from the vendor(s) and also one from your department/office, as required by Purchasing.

9. How many students will be served each term through the funding of this project?

**The entire student body (approx. 19,000 students) could benefit from this project**

10. If funding is requested for a lab, other public access technology facility, or other physical facility:

a. How many hours per week the lab will be open?

**The Library Café is open 7 days a week, 24 hours a day.**

b. Who will supervise the facility and how will that be funded ongoing? (STF will not fund staffing)

**Library Cafe staff will supervise. There is no additional cost**

c. What space will be used to host the facility and who has authorized its use?

**The Café space**

d. Will any renovations or furnishings be required to support the technology requested? If so, how will these be funded? (STF will not fund renovations or most furnishings) **NO**

What are the objectives of this project? How will student outcomes be assessed? **We keep detailed records of PC usage and will gauge the success by increased traffic and a reduced waiting time.**

11. How will this request have a direct impact on student learning or student life?

**To maintain and enhance academic quality.** Brooklyn College will use a wide range of technology resources to support and enrich learning, teaching, research, and communication. To this end, **technology will become a pervasive and transparent part of the lives of students ... enhancing their abilities to meet their academic needs.**

**To assure a student-oriented campus.** Through skilled and innovative applications of technology, Brooklyn College will ready its students for success in both the present academic environment and their post-graduate lives. ... A robust infrastructure, coupled with suitable technology tools and broad access, is key to the effective use of technology. With this in mind, the College will provide students, faculty, and staff with the technology resources they need to carry out their work.



## IMPORTANT GUIDELINES AND INSTRUCTIONS

### **Examples if acceptable uses of STF funds:**

- Acquiring or upgrading student accessible computers
- Implementing or upgrading student-serving computer labs
- Acquiring or developing new tools to improve student services
- Acquiring equipment or software to support faculty development of new or improved courseware
- Acquiring or upgrading instructional software
- Upgrading instructional spaces to support technology-assisted learning
- Computer furniture and network/phone cabling
- Acquiring technology tools to support college-sponsored student activities
- Requests for multiple years of funding will be entertained, but are less likely to be approved.

### **Examples of unacceptable uses of STF funds:**

- Supplies, other than an initial small starter supply for a new piece of equipment
- Construction or other infrastructure needs, such as HVAC, electrical work, painting, window shades etc.
- Salaries or stipends - neither P/T nor F/T - for lab-tech, lab-support, or other implementation or support needs.
- Equipment or software for faculty research or private faculty use
- Requests to utilize STF funds to replace or subsidize standard budgeted expenditures for college operations.

### **Funding and Procurement:**

- Proposals approved for funding still need to go through the standard CUNY procurement process, which can be time consuming and require adherence to many arcane regulations. This requires your cooperation now and during the procurement process in the following year. Approved proposals that cannot be successfully procured by January of the spending year are subject to forfeiture and the funds allocated to other queued proposals.
- The STF committee reviews each proposal in early Spring and assigns one of the following determinations to each: Approved in whole or in part, Declined, Held in queue for possible funding later in the year. The decision will be communicated in writing to each submitter, typically within one month after the STF decisions are made.
- Proposals submitted now will be executed and funded in the next fiscal year. Those funds do not typically start arriving until Fall of that year, and are collected throughout the year (Fall and Spring). While every effort will be made to initiate purchases as quickly as possible, most purchases will not be completed in time for the Fall term, and some may have to be deferred to Spring. Please keep this in mind when planning your Fall 2014 classes.
- CUNY requires that STF funds be expended in the year they are collected. Therefore if ITS or College Purchasing determines that a purchase is not practically attainable in the necessary timeframes, the allocations may be rescinded and the funds reallocated to other queued projects.
- Proposals are approved only for the items requested. Any subsequent cost savings return to the general STF fund for reallocation. Funding allocations are based on the proposal estimate and may not increase to cover any subsequent price increases.

## Preparing Your Proposal:

- Almost all activity on campus is somehow ultimately related to students. However, only proposals that provide fairly direct and immediate benefit to students will be considered.
- Proposals previously submitted, but not funded for any reason, do not automatically get considered in subsequent years. A new proposal must be submitted.
- Instructional software requests must be approved by the college's Software Coordination Committee, which verifies technical compatibility, and ensures that true campus-wide implementation costs are considered. The Software Request Form can be downloaded from: <http://www.brooklyn.cuny.edu/bctf/stfp/>
- If a proposal requires a new space on campus, it will not be considered unless the submitter FIRST obtains an appropriate location, approved by the administration for this use.
- STF allocations are based on the proposal's good-faith estimates, which should preferably be based on actual price quotes where possible.
- Proposals should include all related needs in one application. Do not submit multiple applications for smaller amounts of equipment that will serve the same purpose.
- Please be sure to include copies of any quotations, estimates, suggested vendors, and sole vendor letters that may be required to facilitate the procurement, if approved. Quotes must list the same exactly matching items only, with no additional items. All quotes must be tax exempt. NYS and CUNY procurement rules require the following:
  - If your order is under \$5,000, three vendor quotes are needed.
  - If your order is over \$5,000, five vendor quotes are needed.
  - Please make sure that all quotes include shipping to ITS, Library, 4<sup>th</sup> Flr, 2900 Bedford Avenue, Brooklyn, NY 11210. Large items or skids must be delivered with lift gate service and inside delivery. Make sure that your vendor quotes include these services in their pricing.
  - If your request includes items that can only be purchased through one vendor, sole source attestation letters from the vendor and your department/office are required. The department/office letter should include the following points on official department letterhead:
    - Provide background information.
    - Identify need for the purchase.
    - Demonstrate why competitive solicitation is not warranted.
    - How did you determine sole source was the best method?
    - Clarify how reasonable price and terms were determined.
    - Justify - why this vendor?
    - What happens if the College doesn't make this purchase (as a sole source)?

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**Submit the completed form electronically to [STFREQUST@brooklyn.cuny.edu](mailto:STFREQUST@brooklyn.cuny.edu)**

**Contact Anil Lilly of ITS with any questions – x5861**

**Deadline: November 27, 2013. Late submissions will not be considered.**

1. Department/Office Name: Art Department
2. Applicant Name(s): Ronaldo Kiel (Art Professor)
3. Primary Contact for Request(s): Ronaldo Kiel (rkiel@brooklyn.cuny.edu)
4. Request 1 of 2
5. Area head approval: \_\_\_\_\_

signature

NOTE NEW PROCEDURE! All proposals MUST be approved and submitted by the appropriate executive area head:  
Student proposals by VP of Student Affairs Morales. Faculty proposals by the appropriate Dean of School.  
Administrative proposals by AVP Mark Gold. Library proposals by the Chief Librarian Stephanie Walker

Description of proposed expenditure/project: New Color Laser Printer for Graphic design classes in the Art Department - Xerox Phaser Model 7800DN. This is a request for upgrading the student-serving Art Department's computer labs 5102 and 5207 Boylan. New printer for the local area network. The Art Department runs between 8 and 10 Graphic Design classes every year in the labs 5102 and 5207. The students need access to a Tabloid (11x 17) Color Laser Printer for class projects. The current printer (Phaser 7750DN) was purchased in 2006 and needs constant repairs. We would like to replace the old printer with the new Xerox Phaser Model 7800DN.

6. Estimated total cost: (ITS can assist with general technology cost estimates): \$3,362.58 (quote attached)
7. Are any of the items in your proposal available from only one source? If so, please attach a sole source attestation letter from the vendor(s) and also one from your department/office, as required by Purchasing.  
No

How many students will be served each term through the funding of this project?

Approximately 250 students annually. Besides the regular art department undergraduate and graduate classes listed below, the art labs also host classes for Radio Television and Pima departments.

Regular undergraduate art classes offered every semester:

ARTD 2811 (3 or 4 section per semester, about 120 students per year), ARTD 2812 (2 sections per year, 28 students), ARTD 2820 (1 or 2 sections per year, 28 students), ARTD 2821 (2 sections per year, 28 students), ARTD 3812 (2 sections per year, 28 students), Digital Photography.

Regular graduate art classes offered per semester:

ARTD 7220, (18 students), Art 777, (18 students) Art 799 (12 students)

Other Departments: PIMA 701 (16 students) PIMA 702 (16 students), PIMA 703 (16 students annually), Independents Studies (average of 10 per year), Radio and Television (TVR 24.11).

8. If funding is requested for a lab, other public access technology facility, or other physical facility:

- a. How many hours per week the lab will be open?  
The Digital Labs are open 5 days a week. Following the college calendar schedule from Monday to Thursday, from 9:00 am to 10:00 pm, on Fridays from 9:00 am to 5:30 pm  
Graduate students have 24 hour access.
- b. Who will supervise the facility and how will that be funded ongoing? (STF will not fund staffing)  
Full time College Lab Technician.
- c. What space will be used to host the facility and who has authorized its use?  
Students enrolled in any of the classes being taught in Labs 5102 and 5207, Art undergraduate and graduate students.
- d. Will any renovations or furnishings be required to support the technology requested? If so, how will these be funded? (STF will not fund renovations or most furnishings)  
No
9. What are the objectives of this project? How will student outcomes be assessed?  
To improve the working conditions in the art department's computer labs.  
The Digital Art Area of the Art Department presents the student work in "outcomes assessments shows" at the department's art gallery (5<sup>th</sup> floor Moylan), every year. The Digital Art 2013 show was from October 27 - November 3.
10. How will this request have a direct impact on student learning or student life?  
The use of a reliable color laser printer for graphic design students (as well as all art students) will certainly improve the working conditions in the art department's computer labs.

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Contact Anil Lilly of ITS with any questions – x5861

Deadline: November 27, 2013. Late submissions will not be considered.

1. Department/Office Name: Art Department
2. Applicant Name(s): Ronaldo Kiel, Jennifer McCoy, Mitch Patrick
3. Primary Contact for Request(s): Jennifer McCoy, [jmccoy@brooklyn.cuny.edu](mailto:jmccoy@brooklyn.cuny.edu)

4. Request 1 of 1

5. Area head approval: \_\_\_\_\_

signature

NOTE NEW PROCEDURE! All proposals MUST be approved and submitted by the appropriate executive area head:  
Student proposals by VP of Student Affairs Morales. Faculty proposals by the appropriate Dean of School.  
Administrative proposals by AVP Mark Gold. Library proposals by the Chief Librarian Stephanie Walker

6. Description of proposed expenditure/project: Addition of large format printer, 3D printer, and upgrade of graduate digital graphics/video suite capabilities.

**Background:** The items included in this proposal address the needs of graduate students (MFA students, MA Art Teacher students, and PIMA students) and advanced undergraduates. The primary requests (printer, computer, and camera) will be housed in a revitalized graduate digital lab. This lab was in use for several years as a small video and audio editing suite but has been offline for the last seven years. The expanding role of PIMA students as well as the trend to new media in the art community has necessitated recommitting this room to graduate use.

Other software and accessories will augment graduate offerings but will expand our undergraduate support as well. Firstly, we would like to purchase a printer to provide exhibition quality final output of advanced 2D graphic projects of student artwork. These prints will be featured in student exhibitions, professional portfolios, and curriculum assessment. The existing print facilities are small format and are for general use, which do not allow for final quality archival printing. This printer will be housed in the graduate suite, but will be available for use by advanced undergraduates with faculty permission. We are also including new software for professional quality stop motion animation. Stop motion techniques have been taught at the undergraduate level for five years, and the student interest level is high. At this time, we need to upgrade from consumer level to professional level software. It is most cost effective to purchase the education discount of the 16-seat quantity, which would allow both undergraduate and graduate use. One seat will be placed in the graduate studio on a new MacPro along with a new copy stand and the recommended Canon DSLR camera. Finally, we would like to purchase Wacom drawing tablets that will be available to all students through our equipment checkout system. Graduate and advanced undergraduate students often ask for these tablets.

Thank you for your time and consideration,

Jennifer McCoy  
Ronaldo Kiel  
Mitch Patrick

## Software Request Form (revised 10/2013)

Request may not exceed 3 single spaced pages of 11-point type.  
Longer requests or smaller point type will not be considered.

**Please submit the completed form electronically to [STFREQUEST@brooklyn.cuny.edu](mailto:STFREQUEST@brooklyn.cuny.edu).  
For questions, contact Anil Lilly of ITS at x5861  
Deadline: November 27, 2013.**

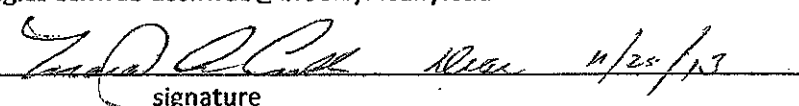
**Please note that this form is required only for a proposal/request to purchase software that will be used for instructional purposes – not for research or personal use by faculty or staff.** A committee of faculty and public lab managers reviews these requests to gauge:

- The true campus cost both initially and ongoing, and whether that cost is justified by the proposed use within a limited budget for software licensing.
- Whether the proposed functionality is available in other existing campus software tools
- Whether the products are technically compatible with college systems and infrastructure

1. Department/Office Name: Art Department
2. Applicant Name(s): Ronaldo Kiel
3. Primary Contact for Request(s): rkiel@brooklyn.cuny.edu
4. Has this proposal been approved by the appropriate Dean, Chair or Area Head? Yes
5. Description of proposed expenditure/project: This is a request to update existing software: Autodesk Maya 2012 to Maya 2014/15. Maya 3D animation software is used for 3D computer animation, modeling, simulation, rendering, and compositing. I have been teaching 3D animation and modeling in Brooklyn College since 1999. In 2011 I was granted an upgrade. The labs currently have 20 licenses of Maya 2012 (I am including the information about our license) that need to be updated.
6. Total cost: \$1,725 Autodesk Maya 2014 Education Upgrade (See quote attached)
7. Would you like to: Retire software? Introduce new software? Upgrade existing software?  
Retire \_\_\_\_\_ Introduce \_\_\_\_\_ Upgrade  X
8. Will faculty need training on the new software? No
9. Will software be used for specific courses? Which courses? Art 2821 and Art 2820
10. How many sections will be offered? Two
11. How many students will be using the software each term? All students taking Digital Art classes will benefit from the use of the Maya software. The digital art classes offered by the department are: ARTD 2811 (3 or 4 sections per semester-14 to 18 students per class) ARTD 2812 (15 students), ARTD 2820 (15 students), ARTD 2821 (14 students), ARTD 3812 (14 students), ARTD 7220, (18 students), Art 777, (18 students) Art 799 (12 students), PIMA 701 (16 students) PIMA 702 (16 students) PIMA 703 (16 students annually) Independents Studies (approximately 18). We also host several classes from other departments like Radio and Television (TVR 24.11). I use Maya primarily in ARTD 2820-Digital Video and ARTD 2821-3D Modeling and Animations.
12. Does the college have a similar software tool already? If so, why is this new tool needed? No

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Contact Anil Lilly of ITS with any questions – x5861  
Deadline: November 27, 2013. Late submissions will not be considered.

1. Department/Office Name: Art Department x5181
2. Applicant Name(s): Douglas Schwab; Edward Coppola: ecoppola@brooklyn.cuny.edu
3. Primary Contact for Request(s): Douglas Schwab dschwab@brooklyn.cuny.edu
4. Request   1   of   1
5. Area head approval:    
signature

NOTE NEW PROCEDURE! All proposals MUST be approved and submitted by the appropriate executive area head:

Student proposals by VP of Student Affairs Morales. Faculty proposals by the appropriate Dean of School.  
Administrative proposals by AVP Mark Gold. Library proposals by the Chief Librarian Stephanie Walker

6. Description of proposed expenditure/project: - Replace obsolete computers in the photography area's classroom and "digital darkroom," and to provide additional work stations for scanning and printing as we offer more instruction in digital photography and analogue-digital hybrid photography. Provide additional computers to enable scanning and printing stations to exist separately, and to create more workstations.
7. Estimated total cost: (ITS can assist with general technology cost estimates): - **SEE BELOW**  
Are any of the items in your proposal available from only one source? -**NO**- If so, please attach a sole source attestation letter from the vendor(s) and also one from your department/office, as required by Purchasing.
8. How many students will be served each term through the funding of this project? **Seven classes per semester, 14 students per class average: 98 students per semester, plus varying number of independent study students and graduate students. Usually over 100 students per semester.**
9. If funding is requested for a lab, other public access technology facility, or other physical facility:
  - a. How many hours per week the lab will be open? - **Minimum 35 hours a week.**
  - b. Who will supervise the facility and how will that be funded ongoing? (STF will not fund staffing) **The photo Lab has a full time designated Senior Technician, Edward Coppola. In addition, two full time faculty and one adjunct are qualified and available during class hours to oversee student usage. No further extra funding will be needed for this purpose.**
  - c. What space will be used to host the facility and who has authorized its use? - **An existing classroom, 5137 Boylan, and another existing room 5155 Boylan, designated The Digital Darkroom.**
  - d. Will any renovations or furnishings be required to support the technology requested? If so, how will these be funded? (STF will not fund renovations or most furnishings) **It is not expected that any major renovations or furnishing will be needed to accommodate the equipment in this request. - I do not foresee any renovations at present.**
11. What are the objectives of this project? - **The photography program has begun offering classes specifically designated as digital photography classes. The program cannot be developed further, given the nature of the equipment-specific demands of digital photography, without this additional equipment. We in the photography program see this as an integral step in helping our program evolve with the times. How will student outcomes be assessed? Student outcomes will be most obvious in the final portfolio of images produced in their class projects. Their work thus presented will demonstrate**

the degree to which they have mastered the technical aspects, such as understanding and using the software programs and their ability to interface with the equipment, while at the same time it will produce evidence of their esthetic acumen, and their ability to combine technical facility with artistic imperatives. Also, we continue to offer darkroom classes. In both areas, digital photography and darkroom based and analogue photography, we emphasize the print and its final presentation.

12. How will this request have a direct impact on student learning or student life? - Most of the computers in our area are old, obsolete G4 and G5 computers with outdated Power PC Processors that do not support current Mac operating systems and software updates. As a result we do not use all but three of our computers. Additional computers, printers, and scanners will enable more students to work simultaneously on printing and scanning. Currently we are experiencing bottle necks. Our current dry mounting press is falling apart, a new press is sorely needed. Our current film drying cabinet is very old, no longer heats up properly, and may soon a safety hazard.

#### DESCRIPTION OF PROPOSED EXPENDITURE

6- Macintosh computers with monitors or iMac computers (4 for room 5155B and 2 for room 5127B)\*

A set of speakers for projection system in room 5127 Boylan Hall.\*

2- Epson Stylus Pro 3880 Large Format Inkjet Printers

|         |                            |
|---------|----------------------------|
| B&H     | \$829.00 each after rebate |
| Adorama | \$849.00 each              |
| Epson   | \$849.00 each              |

2- Epson 750v M Pro Scanners

|         |               |
|---------|---------------|
| B&H,    | \$799.00 each |
| Adorama | \$799.00      |
| Epson   | \$949.99 each |

1- Arkay Film Drying Cabinet (CD-40)

|         |           |
|---------|-----------|
| B&H,    | \$1269.95 |
| Adorama | \$1269.95 |

(These are the only two vendors I could find.)

1- Bienfang / Seal 160m Jumbo, 15.5x18.5" Dry Mount press

|           |           |
|-----------|-----------|
| Adorama   | \$1599.95 |
| Calumet   | \$1719.00 |
| Freestyle | \$1719.00 |

\*ITS Please help with cost estimates.



## Student Technology Fee Proposal Form (revised 10/2013)

Request may not exceed 3 single spaced pages of 11 point type.  
Longer requests or smaller point type will not be considered.

**Please read the accompanying guidelines and instructions carefully before making your proposal.  
Submit the completed form electronically to [STFREQUEST@brooklyn.cuny.edu](mailto:STFREQUEST@brooklyn.cuny.edu)  
Contact Anil Lilly of ITS with any questions – x5861  
Deadline: November 27, 2013. Late submissions will not be considered.**

1. Department/Office Name: Biology
2. Applicant Name(s): Tony Wilson, Juergen Polle
3. Primary Contact for Request(s): Tony Wilson (x6953)
4. Request 1 of 1
5. Area head approval: \_\_\_\_\_  
signature  
NOTE NEW PROCEDURE! All proposals MUST be approved and submitted by the appropriate executive area head:  
Student proposals by VP of Student Affairs Morales. Faculty proposals by the appropriate Dean of School.  
Administrative proposals by AVP Mark Gold. Library proposals by the Chief Librarian Stephanie Walker
6. Description of proposed expenditure/project: Purchase of Genomics Software for Teaching Purposes
7. Estimated total cost: (ITS can assist with general technology cost estimates): \$10,000
8. Are any of the items in your proposal available from only one source? If so, please attach a sole source attestation letter from the vendor(s) and also one from your department/office, as required by Purchasing.  
Yes. See Attached.
9. How many students will be served each term through the funding of this project? 60-90
10. If funding is requested for a lab, other public access technology facility, or other physical facility: N/A
  - a. How many hours per week the lab will be open?
  - b. Who will supervise the facility and how will that be funded ongoing? (STF will not fund staffing)
  - c. What space will be used to host the facility and who has authorized its use?
  - d. Will any renovations or furnishings be required to support the technology requested? If so, how will these be funded? (STF will not fund renovations or most furnishings)
11. What are the objectives of this project? How will student outcomes be assessed? See attached.
12. How will this request have a direct impact on student learning or student life?  
Practical training and access in genomics and bioinformatics theory and tools will increase BC graduate competitiveness for positions in the biotechnology field.

## Software Request Form (revised 10/2013)

Request may not exceed 3 single spaced pages of 11-point type.  
Longer requests or smaller point type will not be considered.

Please submit the completed form electronically to [STFREQUENT@brooklyn.cuny.edu](mailto:STFREQUENT@brooklyn.cuny.edu).

For questions, contact Anil Lilly of ITS at x5861

Deadline: November 27, 2013.

Please note that this form is required only for a proposal/request to purchase software that will be used for instructional purposes – not for research or personal use by faculty or staff. A committee of faculty and public lab managers reviews these requests to gauge:

- The true campus cost both initially and ongoing, and whether that cost is justified by the proposed use within a limited budget for software licensing.
- Whether the proposed functionality is available in other existing campus software tools
- Whether the products are technically compatible with college systems and infrastructure

1. Department/Office Name: Biology
2. Applicant Name(s): Tony Wilson, Juergen Polle
3. Primary Contact for Request(s): Tony Wilson (x6953)
4. Has this proposal been approved by the appropriate Dean, Chair or Area Head? TBD
5. Description of proposed expenditure/project: Purchase of Genomics Software for Teaching Purposes
6. Estimated total cost: \$10,000
7. Would you like to: Retire software? Introduce new software? Upgrade existing software?  
Retire \_\_\_\_\_ Introduce  X  Upgrade \_\_\_\_\_
8. Will faculty need training on the new software? No.
9. Will software be used for specific courses? Which courses? BIOL3007W, BIOL5020, BIOLU793.03
10. How many sections will be offered? 1 of each.
11. How many students will be using the software each term? 60-90.
12. Does the college have a similar software tool already? If so, why is this new tool needed?  
No software presently available.
13. How will the new software effectiveness be assessed?  
Students will be required to complete hands-on laboratory exercises in microbial genome assembly, and theoretical and methodological questions will be included on the final exam.

## Student Technology Fee Request – Genomics Software for Teaching Purposes

Tony Wilson, Biology - 11/27/2013

**Description of Proposed Expenditure:** Five (5) floating licenses of Geneious R7 genomics software (<http://www.geneious.com/>).

**Proposal Expenditure:** 5 \* \$1,995 + \$25 Handling = **\$10,000 (No run-on costs anticipated)**

**Course Usage:** BIOL3007W Evolution, BIOL5020 Molecular Phylogenetics, BIOL U793.03 Genomics and Beyond

**Anticipated Student Enrollment:** 60-90 students per semester

**Proposal:** Enhancing undergraduate and graduate-level teaching in next-generation genomics

Next-generation genomics technologies are revolutionizing the biological sciences, and while these methods are still in their infancy, they are already informing drug discovery and treatment, species conservation and management, and our understanding of the earliest origins of life on our planet. The development of these new research technologies has created significant new employment opportunities in the fields of genomics and bioinformatics. As one example, the New York Genome Center (<http://www.nygenome.org/>), a public-private partnership incorporating a number of leading educational institutions around the city, has recently opened a new facility in lower Manhattan, and plans to hire 300-500 genomics specialists within the next 5 years.

With its strong focus on Molecular and Cell Biology (MCD), Brooklyn College provides high-quality educational and research opportunities in the biomedical field. As part of my recent hire at the College, I have been asked to develop a portfolio of courses in the fields of ecology and evolution, an effort to enhance student knowledge in these areas. Two foundational level courses have already been successfully launched (BIOL3007W – Evolution and BIOL3083 – Ecology), and I am in the process of developing higher-level specialty courses, including an upper-level undergraduate course in Molecular Phylogenetics and Evolution (BIOL5020). This course integrates classroom instruction in phylogenetic theory with computer-based practicals focused on the evolutionary analysis of real-world datasets, and is aimed at providing students with the skills necessary for the analysis and interpretation of genomic level datasets. Such a course is not presently available to students studying at Brooklyn.

Computer-based practicals will center on the use of the Geneious software package for the collection, annotation and management of genomic data. Working in small groups, students will procure real-world genomic data from public databases and gain practical skills in the analysis and interpretation of research results. Geneious provides specific educational modules for the interactive learning of bioinformatics methods, and offers a student-friendly interface which facilitates early-stage learning. After gaining proficiency with the use of the software, students will be encouraged to explore higher level functions, culminating in the full-genome assembly of a microbial species of biomedical relevance. Geneious is currently used by all 20 of the top 20 Universities globally and by seven of the 10 largest pharmaceutical companies. In gaining experience with the leading platform for the analysis of genomic data, students will acquire skills of immediate practical relevance, which will make them competitive for positions with the leading biomedical and research institutes in the country.

I have requested 5 floating licenses of the Geneious R7 software package. Floating licenses provide increased educational flexibility, and will provide copies of the software accessible from any location on campus. Several members of the Biology faculty have already expressed an interest in incorporating bioinformatics modules into their own courses. My proposal anticipates the increased use of these tools across courses and departments, allowing the flexible implementation of Geneious modules into new and existing courses. Five single-user licenses could be purchased for \$4,000, but these would need to be installed at a fixed campus location, requiring fixed infrastructure and limiting opportunities to incorporate genomics methods into other courses in Biology and Chemistry. Quotes for both of these options accompany this proposal.

**Student Technology Fee Proposal Form (revised 10/2013)**  
Request may not exceed 3 single spaced pages of 11 point type.  
Longer requests or smaller point type will not be considered.

Please read the accompanying guidelines and instructions carefully before making your proposal.  
Submit the completed form electronically to [STFREQUST@brooklyn.cuny.edu](mailto:STFREQUST@brooklyn.cuny.edu)  
Contact Anil Lilly of ITS with any questions – x5861  
Deadline: November 27, 2013. Late submissions will not be considered.

1. Department/Office Name: **Biology**
2. Applicant Name(s): **Anjana Saxena**
3. Primary Contact for Request(s): **Anjana Saxena**
4. Request 1 of 1
5. Area head approval:

K. P. SAMI'S 11/25/13  
signature

**NOTE NEW PROCEDURE!** All proposals **MUST** be approved and submitted by the appropriate executive area head:

Student proposals by VP of Student Affairs Morales. Faculty proposals by the appropriate Dean of School.

Administrative proposals by AVP Mark Gold. Library proposals by the Chief Librarian Stephanie Walker

6. Description of proposed expenditure/project:

This fund request is for purchasing "Cellometer K2 Image Cytometer" from Nexcelom Bioscience and a computer (laptop) to run the software that can provide cell counting as well as advanced imaging for mammalian cells, complex yeast analysis or GFP expression in various cell types including algae. This is a mid-end model of cell counting that is extremely simple to use and just 20ul cell-based assays will yield flowcytometer like data output. The Cellometer K2 is versatile in performing variety of functions including bright field imaging and dual-fluorescence imaging for a quick, accurate count of individual cells. Cell count, concentration, diameter, and % viability are automatically calculated and reported. Dual-color fluorescence allows for staining of live and dead nucleated cells, generating accurate viability results even in the presence of debris, platelets, and red blood cells. Accurate analysis of both 'messy' and 'clean' samples enables the K2 to evaluate samples at a variety of points throughout sample processing - from initial collection, to separation, to cryopreservation. Most importantly, Cellometer K2 Image Cytometer has additional abilities to perform a number of cell-based assays such as cell cycle (determining the SubG1, G0/G1, S, and G2/M phase cell population), apoptosis (differentiating program cell-death marker vs. dead cells), and green fluorescent protein (GFP) population analysis. These cell-based assays can be performed by exporting image cytometric analysis data to FCS Express from De Novo Software for data analysis and presentation.

The Cellometer K2 Image Cytometer offers excellent reproducibility, with a %CV (Coefficient of Variation) of <10% for fluorescent concentration and viability measurements. None of the machines currently available in Biology department for performing such cell-based assays has an ability to capture imaging data while counting the cells that can ultimately analyzed for selective sub-population of cells. This feature is extremely important for associating e.g. dead cells in images as well as in % of sub-population calculations. Currently faculty research laboratories as well as student labs use hemocytometer-based manual counting. Manual counting is time consuming, error-prone and requires proper handling of the samples in order to avoid cross-contamination. With Cellometer K2, counting becomes as easy as a click of a button. Importantly, these machines are virtually maintenance free (no

clogging of cells and no cross-contamination) and available at the fraction of the cost of any flowcytometers available in the market.

Currently 40 National Cancer Institute Comprehensive Cancer Centers use Cellometer cell counters for the routine analyses of various clumpy, irregular cancer cell lines. The small footprint and lighter weight of the instrument makes it portable and can be moved between various labs and classrooms within the Department of Biology as well as other departments with prior permission and arrangements.

In Biology department alone five potential faculty members (Drs. Ikui, Lipke, Polle, Studamire, and Saxena) can use this for their research students. "Cell counting and viability" experiments are already included in at least two current lab courses; Cell and Molecular Biology Techniques and Microbiology Laboratory. Because of the simplicity of Cellometer K2, its easy portability and very minimal maintenance will make it possible to be easily incorporated into Bio I and Bio II lab courses. Thus, this purchase alone will aid all the biology students, campus-wide.

Since this mid-end model also has additional advanced features that I intend to use in my Cancer Biology Course (7180G) to demonstrate and/or hand-on experience to explain intricate processing in cancer pathways that lead to cell-death or increased proliferation. Currently, more advanced cell-based assays are not included in any of the courses as this involves expensive piece of equipment that requires constant maintenance and/or higher care in terms of service contract as well as higher operational skills. Cellometer K2 on the other hand is very easy to use. There is minimum handling of the machine and hence breaking is virtually not heard of. In fact the company does not recommend any service contract. More so, the design is such that the sample is carried in a closed slide and hence no clogging or cross-contamination is possible. With these advanced instrumental qualities, it is very likely that more faculty members will use in their respective courses, in future.

7. Estimated total cost: (ITS can assist with general technology cost estimates):

\$14,130 (promotional cost for Cellometer K2 SK-150)

~\$1100 (Windows XP (SP3), Vista, or Windows 7, 2.2GHz or higher 4GB RAM, USB 2.0 port  
Display resolution: 1024 x 768 pixels or higher, Intel Mac with Parallels/Win XP). Security lock and transportation cart will also be purchased.

Total: \$15,230

8. Are any of the items in your proposal available from only one source? If so, please attach a sole source attestation letter from the vendor(s) and also one from your department/office, as required by Purchasing. **Sole source vendor letter is attached.**
9. How many students will be served each term through the funding of this project?

Annual account of students who will be benefited by this instrument:

~700 Undergrads (Bio I and II)

~400 Undergrads (Course Biol3004)

~10-15 MA students (Course Biol7150G)

~15-20 MA/PhD research students (Biology department faculty members can use this for their research students).

~Additional 15-30 students (Course Biol7180G)

Total # of students: ~1165 students annually.

10. If funding is requested for a lab, other public access technology facility, or other physical facility:

- a. How many hours per week the lab will be open?

During the academic year M-F the instrument will be available during regular research lab hours (~10-6 pm). Since most of the lab courses are well-synchronized for a particular laboratory exercise across all the sections, use of this equipment in these courses will be reserved for a particular week or two when the "Cell-count/viability etc." is scheduled. The instrument has a very small footprint

and hence will be transported to the laboratory for the experiment. The arrangement will be done with the course coordinator. The instrument will also be accessible by prior arrangement for additional hours during evening classes or summer or special research projects.

- b. Who will supervise the facility and how will that be funded ongoing? (STF will not fund staffing)

**Saxena's lab will be responsible for supervision of the instrument.** The instrument has minimal maintenance and hence no ongoing cost is anticipated. No additional staffing is required. Since it is very easy to use no special training for the instructors or students is needed. Saxena's lab will be able to help in using the instrument or the software in case of queries. Also, Nexcelom Bioscience provides useful online/on-call technical help.

- c. What space will be used to host the facility and who has authorized its use?

**#413NE, Dr. Saxena will authorize its use.** Also, all the instructors/course coordinators will be able to reserve and transport the instrument for their respective lab-courses as required.

- d. Will any renovations or furnishings be required to support the technology requested? If so, how will these be funded? (STF will not fund renovations or most furnishings) **No.**

11. What are the objectives of this project? How will student outcomes be assessed?

An important part of biological studies is the study of cell and their behavior as a population. Cell count is a very essential requirement for all the cell-based assays. Purchase of Cellometer K2 will provide accurate count of cells, their characteristics in terms of size, viability and concentration, the bare minimal traits for any cell-based research. Additionally it has dual-color fluorescence features that allow performing a variety of cell-based assays such as cell cycle, apoptosis, and green fluorescent protein (GFP) population analysis.

Five such research labs (including mine) in Biology department alone will directly benefit by this instrument. This purchase not only enhances their ability to perform and analyze long and laborious cell-based assays but also to yield more reproducible results. The ease of using this instrument is also an added advantage for many graduate and undergrad research students where no special training is required. Cellometer's multiple functionalities, reanalyzing saved data and image data, are all time saving and reduce per sample cost. This of course yields in increased productivity and efficiency.

Use of this instrument in laboratory courses/demonstration will help students in understanding more intricate biological phenomenon with ease.

Research students' outcome will be assessed by their PI (Principal Investigator) in terms of quality of data, presentable data at conferences and publishable data in peer review journals. Course use of this instrument will be assessed by students' performance during the laboratory experiment and that will be tested as part of their curriculum. It also allows investigator/instructor to review the data and provide with immediate feedback about an experiment.

12. How will this request have a direct impact on student learning or student life?

Like with Nano-drop, spectrophotometric analyses have changed, Cellometer counting has revolutionized the hemocytometer-based manual counting. Additional features of assaying cell-cycle, cell death (apoptosis) and GFP expression will advance students' learning and understanding of complicated cell-based assays with ease. This very simple, easy, reliable and economical way of performing cell-based assays ultimately saves time in already laborious cell-based assays and decreases failure rates. Students will be more prepared in obtaining good-quality data and analyzing the experimental outcome to better understanding of cell-based research.

## Student Technology Fee Proposal Form (revised 10/2013)

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**Submit the completed form electronically to [STFREQUENT@brooklyn.cuny.edu](mailto:STFREQUENT@brooklyn.cuny.edu)**

**Contact Anil Lilly of ITS with any questions – x5861**

**Deadline: November 27, 2013. Late submissions will not be considered.**

1. Department/Office Name: Roberta S. Matthews Center for Teaching

2. Applicant Name(s): Graciela Elizalde-Utnick

3. Primary Contact for Request(s): Graciela Elizalde-Utnick

4. Request   1   of   1  

5. Area head approval: \_\_\_\_\_  
signature

NOTE NEW PROCEDURE! All proposals MUST be approved and submitted by the appropriate executive area head:

Student proposals by VP of Student Affairs Morales. Faculty proposals by the appropriate Dean of School.

Administrative proposals by AVP Mark Gold. Library proposals by the Chief Librarian Stephanie Walker

6. Description of proposed expenditure/project: The Center for Teaching would like to purchase five Apperson DataLink 1200 Scanners to support the use of Team-Based Learning (TBL) pedagogy in large classes at Brooklyn College.



The device scans on any classroom table, providing immediate digital or printed results from paper tests. TBL methodology requires giving students immediate feedback. Quickly scoring the individual tests in the classroom would give the instructor the opportunity to assess individual performance within and across teams and provide the results to the students within the same class period, even in large classrooms, rather than the following session(s), which would occur if the instructor had to score them by hand. This particular scanner is used by TBL faculty nationwide because it is cheaper, faster, and more versatile than others that TBL experts have tried. It can upload results to both PC- and Mac-based programs. Purchasing these scanners will enable the Center for Teaching to provide the TBL faculty with this valuable resource. The Center for Teaching would house the scanners and oversee the borrowing of the scanners by individual TBL faculty who are administering a test during a given class session.

7. Estimated total cost: (ITS can assist with general technology cost estimates): \$4,922.95

a. 5 scanners @ \$895 each = \$4,475

b. 5 scanner covers @ \$15.00 each = \$75

c. 5 carrying cases @ \$49.99 each = \$249.95

d. start-up scan forms = \$123

1) 15-question multiple choice form #15AS = \$26.50

2) 25-question multiple-choice form # 25AS = \$31.50

3) 50-question multiple-choice form # ABF-A2/50 = \$32.50

4) 100-question multiple-choice form # A2/100 = \$32.50

8. Are any of the items in your proposal available from only one source? If so, please attach a sole source attestation letter from the vendor(s) and also one from your department/office, as required by Purchasing. Apperson is the company that sells the scanner and that provides the free digital software for uploading the results. However, there are other retailers who also sell the scanner. The price is consistently \$895/scanner.
9. How many students will be served each term through the funding of this project? Presently, there are 34 sections using TBL methodology, with classes running anywhere from 15 to 160 students. The number of faculty who are implementing TBL methodology in their classes is steadily increasing. This year the Center for Teaching will have trained approximately 75 faculty who will use TBL methodology in their classes.
10. If funding is requested for a lab, other public access technology facility, or other physical facility: N/A
  - a. How many hours per week the lab will be open?
  - b. Who will supervise the facility and how will that be funded ongoing? (STF will not fund staffing)
  - c. What space will be used to host the facility and who has authorized its use?
  - d. Will any renovations or furnishings be required to support the technology requested? If so, how will these be funded? (STF will not fund renovations or most furnishings)
11. What are the objectives of this project? How will student outcomes be assessed? The main objective is to improve instruction and facilitate student learning by allowing the instructor to provide virtually immediate feedback on individual performance. Such feedback is integral to team-based learning and will improve students' learning. As all studies show, students do better with learning from testing when there is immediate feedback. The scanners will facilitate the assessment of student outcomes.
12. How will this request have a direct impact on student learning or student life? The ability to provide immediate feedback with the scanners facilitates the use of team-based learning in large classes. Faculty will be able to score the tests quickly and use the results to determine student needs (i.e., areas of difficulty based on student error patterns on the tests) and address these needs within the same class session.



## Student Technology Fee Proposal Form (revised 10/2013)

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Contact Anil Lilly of ITS with any questions – x5861

Deadline: November 27, 2013. Late submissions will not be considered.

1. Department/Office Name: Department of Chemistry

2. Applicant Name(s): Mark Kobrak

3. Primary Contact for Request(s): Mark Kobrak

4. Request   1   of   1  

5. Area head approval: \_\_\_\_\_  
signature

NOTE NEW PROCEDURE! All proposals MUST be approved and submitted by the appropriate executive area head:

Student proposals by VP of Student Affairs Morales. Faculty proposals by the appropriate Dean of School.

Administrative proposals by AVP Mark Gold. Library proposals by the Chief Librarian Stephanie Walker

6. Description of proposed expenditure/project:

*This proposal requests funding to add video display technology to room 451NE. Rather than a full smart classroom suite, a single desktop and large monitor would suffice. The purpose is to enable the instructor to work with groups of students on data analysis without leaving the laboratory. The chief software for this purpose is Sigmaplot, a specialized tool for scientific data analysis. It is not resource-intensive, so a standard PC of the type issued by Brooklyn College should be appropriate. However, because the instructor may need to work with groups of 3-6 students, a 27" monitor is requested to make it easier for groups of students to see what the instructor is doing.*

7. Estimated total cost: \$900

*Standard PC w/27" monitor*

*\$900\**

*\*Based on estimate received from Anil Lilly 10/8/2013.*

8. Are any of the items in your proposal available from only one source? If so, please attach a sole source attestation letter from the vendor(s) and also one from your department/office, as required by Purchasing.

*n/a*

9. How many students will be served each term through the funding of this project?

*Roughly 32 students/year would be served.*

10. If funding is requested for a lab, other public access technology facility, or other physical facility:

*The Biochemistry laboratory is open only during the (4-hour long) laboratory periods, and the space is maintained by Chief CLT Isanna Agrest who could oversee the machine.*

- a. How many hours per week the lab will be open? *Only during class hour (2x4 hour lab periods, Fall sem).*
- b. Who will supervise the facility and how will that be funded ongoing? (STF will not fund staffing)

*Chief CLT Isanna Agrest oversees the space.*

- c. What space will be used to host the facility and who has authorized its use?

*Space is in use as a laboratory.*

- d. Will any renovations or furnishings be required to support the technology requested? If so, how will these be funded? (STF will not fund renovations or most furnishings)

*No renovations are necessary.*

11. What are the objectives of this project? How will student outcomes be assessed?

*The upgrades are designed to support faculty who seek to incorporate PowerPoint, animations and multimedia materials in their presentations. This will aid instructors and support student learning, but are unlikely to lead to assessable changes in outcomes.*

12. How will this request have a direct impact on student learning or student life?

*It will enhance the laboratory experience for students by permitting instructors to more easily incorporate technology in their teaching.*

## Student Technology Fee Proposal Form (revised 10/2013)

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Longer requests or smaller point type will not be considered.

Please read the accompanying guidelines and instructions carefully before making your proposal.  
Submit the completed form electronically to [STFREQUST@brooklyn.cuny.edu](mailto:STFREQUST@brooklyn.cuny.edu)  
Contact Anil Lilly of ITS with any questions – x5861  
Deadline: November 27, 2013. Late submissions will not be considered.

1. Department/Office Name: Children and Youth Studies

2. Applicant Name(s): Professor Martha Nadell

3. Primary Contact for Request(s): Martha Nadell

4. Request 1 of 1

5. Area head approval: Matthew E Moore

signature

NOTE NEW PROCEDURE! All proposals MUST be approved and submitted by the appropriate executive area head:  
Student proposals by VP of Student Affairs Morales. Faculty proposals by the appropriate Dean of School.  
Administrative proposals by AVP Mark Gold. Library proposals by the Chief Librarian Stephanie Walker

### 6. Description of proposed expenditure/project:

The Children and Youth Studies program proposes to use the student tech fee funds to organize a student computer mini-lab for student research related to course and curriculum content in the interdisciplinary field of children and youth studies and for career exploration and professional development. The mini-lab will offer network access and printing services to all our students. It will consist of five terminals for student use, each with an external hard drives for research data storage, and one printing station for collective use. Currently, the program has 5 terminals, but they are fast becoming obsolete. The program does not have a useful set of work stations.

### 7. Estimated total cost: (ITS can assist with general technology cost estimates):

#### PRIORITY 1 REQUEST: Total cost: \$4,888.00

- External Hard Drives – \$200.00 each x 5 = \$1,000.00 (Cost Estimate supplied by ITS)
- Dedicated Black and White printer - \$400.00 (Cost Estimate supplied by ITS)
- Computer Work Stations and chairs – (4) fixed and (1) adjustable height table and (5) chairs = \$3,488.89 (Itemized cost estimate/ price quote supplied by Ms. Munia Jamil, Facilities Planning )

#### PRIORITY 2 REQUEST: Total cost: \$10,338.00

- 4 Dell PC's @ \$1000 x 4 = \$4,000.00 (Cost Estimate supplied by ITS)
- 1 Mac @ \$1,450.00 (Cost Estimate supplied by ITS)
- External Hard Drives @ \$200.00 each x 5 = \$1,000.00 (Cost Estimate supplied by ITS)
- Dedicated Black and White printer - \$400.00 (Cost Estimate supplied by ITS)
- Computer Work Stations and chairs – (4) fixed and (1) adjustable height table and (5) chairs = \$3,488.89 (Itemized cost estimate/ price quote supplied by Ms. Munia Jamil, Facilities Planning )

8. Are any of the items in your proposal available from only one source? If so, please attach a sole source attestation letter from the vendor(s) and also one from your department/office, as required by Purchasing.

9. **How many students will be served each term through the funding of this project?** Our 394 declared Children and Youth Studies students (currently 263 CHST majors, 70 CHST concentrators and 61 CHST minors – SALI as of 10.2013) will have access to the computer mini-lab and printing station. Over 400 students are currently enrolled in our Children and Youth Studies courses for Fall 2013.

These students will be served by having access to the most current research in the interdisciplinary field of children and youth studies, including information about national and global historical backgrounds of children and youth, children's rights, social justice, child and youth welfare and poverty. In addition, the mini-lab will allow students to research career opportunities in children and youth centered businesses, government sectors, and non-profit organizations. It will also allow students to find information related to graduate and professional programs in fields related to children and youth. Having a lab located in the Children and Youth studies office space will enable students to explore all of this information under the tutelage of and in conversation with Children and Youth Studies affiliated faculty members and the program coordinator.

10. If funding is requested for a lab, other public access technology facility, or other physical facility:

- a. **How many hours per week the lab will be open?** The lab will be available during regular business hours Monday – Thursday, and at other hours that the Children and Youth Studies Program is open and staffed.
- b. **Who will supervise the facility and how will that be funded ongoing? (STF will not fund staffing)** The lab will be staffed by available faculty, the program coordinator, and the college assistant.
- c. **What space will be used to host the facility and who has authorized its use?** The Children and Youth Studies program main office space was recently reconfigured to include a dedicated area for student computer stations. The space allocated can accommodate 5 student computer stations.
- d. **Will any renovations or furnishings be required to support the technology requested? If so, how will these be funded? (STF will not fund renovations or most furnishings)** There will be no need for additional furnishings or renovations beyond the request for computer work stations for a mini-lab.

11. **What are the objectives of this project? How will student outcomes be assessed?**

**Outcome 1: Student e-library lab**

The curriculum for Children and Youth Studies is research intensive; course content involves the study of research in the most current areas related to children and youth issues. Having an online library of resources, including links to agencies, journals, reports, foundations, libraries and centers for advanced study, is central to the academic advancement and future careers of Children and Youth Studies majors.

**Outcome 2: Student research lab**

Providing students with direct access to the most current research in, as well as historical backgrounds and foundations of Children and Youth Studies, is essential to the pedagogical mission of the Children and Youth Studies Program. CHST courses require extensive research and writing; a mini-lab, located in the CHST office and supervised by faculty members, will help students develop critical research skills.

**Outcome 3: Student career and professional opportunity exploration lab**

Students will benefit from having online access to career and professional resources, discussions, and webinars, especially as many enroll in the internship class.

**Assessment 1: Student Content Use**

Students will fill out a survey form when they sign on to the computer. The survey will ask for information about which of the four main categories listed in the STF - research, career exploration, graduate and professional schools, and/or course content support - the students plan to investigate. At the end of each semester we will gather the information from these surveys to assess the interests and needs of Children and Youth Studies students.

**Assessment 2: Student Users**

We will create a sign in/ sign out form to be monitored by the faculty or staff person overseeing the computer lab to keep track of the number of student users each day.

**12. How will this request have a direct impact on student learning or student life?**

Our many CHST majors, as well as concentrators and minors, will greatly benefit from a lab dedicated to providing them with reference materials and research from many disciplines of study related to issues affecting children and youth, as well as information about professional organizations, and career opportunity contacts.

As we prepare our students for the professional world and the many professional domains that focus on children and youth, it is imperative that students are mentored by experienced faculty and staff in planning their future academic and career paths with the most up-to-date information and software resources available.

Student learning is enhanced by helping students hone their research and analytic skills, form goals, meet objectives, and make professional contacts through the lab's research and professional resources.

## Student Technology Fee Proposal Form (revised 10/2013)

Request may not exceed 3 single spaced pages of 11 point type.  
Longer requests or smaller point type will not be considered.

Please read the accompanying guidelines and instructions carefully before making your proposal.

Submit the completed form electronically to [STFREQUST@brooklyn.cuny.edu](mailto:STFREQUST@brooklyn.cuny.edu)

Contact Anil Lilly of ITS with any questions – x5861

Deadline: November 27, 2013. Late submissions will not be considered.

1. Department/Office Name: **Conservatory of Music**
2. Applicant Name(s): **Susan Davis**
3. Primary Contact for Request(s): **Susan Davis, sdavis@brooklyn.cuny.edu**
4. **Request 1 of 3 from the Conservatory of Music**
5. Area head approval: \_\_\_\_\_

signature

NOTE NEW PROCEDURE! All proposals MUST be approved and submitted by the appropriate executive area head:  
Student proposals by VP of Student Affairs Morales. Faculty proposals by the appropriate Dean of School.  
Administrative proposals by AVP Mark Gold. Library proposals by the Chief Librarian Stephanie Walker

6. Description of proposed expenditure/project:  
**Purchase and installation of two SMARTBoards in classrooms in the Roosevelt Extension, rooms 400A and 400C.**
7. Estimated total cost: (ITS can assist with general technology cost estimates): **\$10,942.00**
  - \* SMARTBoard interactive whiteboard model x880 with UF70 Projector: **\$3700.00 (for 400A)**
  - \* SMARTBoard interactive whiteboard model x880 with UF70 Projector: **\$3700.00 (for 400C)**
  - \* PC to connect to the SMARTBoard: **\$1000.00 (ITS estimate) (for 400A)**
  - \* PC to connect to the SMARTBoard: **\$1000.00 (ITS estimate) (for 400C)**
  - \* Installation of SMARTBoard: **\$750.00 (ITS estimate) (for 400A)**
  - \* Installation of SMARTBoard: **\$750.00 (ITS estimate) (for 400C)**
  - \* 2 USB Mini adapters for laptop: **\$42**
8. Are any of the items in your proposal available from only one source? If so, please attach a sole source attestation letter from the vendor(s) and also one from your department/office, as required by Purchasing.  
**N/A**
9. How many students will be served each term through the funding of this project? **At a minimum, 188-243 students for each fall semester and 175-220 for each spring, but this number could increase by about 30 more students each term with the technology in place.**

Fall term classes currently include Ear Training (60-75 students), Music Theory (50-72), Basic Concepts in Music Education (17-20), Music Education Colloquium (25-32), Elementary Methods (18-22), and Special Education Methods (18-22). Spring term classes currently include Ear Training (60-75), Music Theory (50-72), Secondary Methods (18-22), Music Education Colloquium (25-32), Student Teaching Seminar (12-16), Foundations in Music Education/Special Topics (10-15).

\*With the SMARTBoards in place, other Music Education methods classes should be moved into these spaces, so that more students can be served by this technology. For example, Voice Production (10-15), Upper Strings (10-15), Woodwind Methods (10-12), Brass Methods (10-12) and Fretted Instruments (10-15).

10. If funding is requested for a lab, other public access technology facility, or other physical facility:

a. How many hours per week the lab will be open?

**N/A. The spaces in question are existing classrooms.**

b. Who will supervise the facility and how will that be funded ongoing? (STF will not fund staffing)

**N/A. These rooms, Roosevelt Extension 400A and 400C, are classrooms and they do not need funding for supervision.**

c. What space will be used to host the facility and who has authorized its use? **N/A.**

d. Will any renovations or furnishings be required to support the technology requested? If so, how will these be funded? (STF will not fund renovations or most furnishings)

**N/A. No renovations or furnishings are required beyond installation of the SMARTBoards in the classrooms.**

11. What are the objectives of this project? How will student outcomes be assessed?

**According to the Brooklyn College mission statement, our “students will become independent and critical thinkers, skilled communicators, culturally and scientifically literate, and oriented to innovation.” Our “graduates will be marked by a sense of personal and social responsibility, the knowledge and talents to live in a globally interdependent world, and the confidence to assume leadership roles.” The objectives of this proposal are to support our students in their pursuit of becoming skilled communicators, leaders, and innovators who are prepared to meet the career demands in the 21<sup>st</sup> century.**

**The use of SMARTBoards in our classrooms allows us to vary instruction, differentiate for multiple student needs, involve students in designing and implementing instruction and presentations, create multi-media experiences indispensable to music learning, and include global experiences through connection with the outside world.**

**The most critical aspect of the SMARTBoard in this request is to provide training, experience and career readiness opportunities for our Music Education students preparing to be teachers. As part of the most recent reform agenda, NYC DOE schools are installing SMARTBoards in their classrooms to enhance learning. Our Brooklyn College students studying to be teachers need the experience and training with this new technology in order to be fully prepared and more effective teachers. Working with actual interactive SMARTBoards in our classrooms would give them the familiarity with the technology and the opportunity to design more effective interactive instruction.**

**Student outcomes would be assessed through class presentations, micro-teaching opportunities and collaborative projects with the SMARTBoard.**

12. How will this request have a direct impact on student learning or student life?

**This request will enhance student learning in all classes that meet in these classrooms. Ear training and theory classes can benefit from web-enhanced instruction, the projection of music scores for class study and the interactive whiteboard as a means toward enhanced analysis of these scores. The music education classes will benefit from training with a SMARTBoard in terms of gaining technological facility and they will benefit from being able to design and implement interactive lesson plans that meet the demands of the Danielson Framework for effective teaching, and the demands of new teacher certification exams.**

## Student Technology Fee Proposal Form (revised 10/2013)

Request may not exceed 3 single spaced pages of 11 point type.  
Longer requests or smaller point type will not be considered.

**Please read the accompanying guidelines and instructions carefully before making your proposal.**  
**Submit the completed form electronically to [STFREQUENT@brooklyn.cuny.edu](mailto:STFREQUENT@brooklyn.cuny.edu)**  
**Contact Anil Lilly of ITS with any questions – x5861**  
**Deadline: November 27, 2013. Late submissions will not be considered.**

1. Department/Office Name: **Conservatory of Music**
2. Applicant Name(s): **Douglas Geers, George Brunner, Douglas Cohen**
3. Primary Contact for Request(s): **Douglas Geers, [dgeers@brooklyn.cuny.edu](mailto:dgeers@brooklyn.cuny.edu)**
4. Request   3   of   3   from the Conservatory of Music
5. Area head approval: \_\_\_\_\_  
signature

NOTE NEW PROCEDURE! All proposals MUST be approved and submitted by the appropriate executive area head:  
 Student proposals by VP of Student Affairs Morales. Faculty proposals by the appropriate Dean of School.  
 Administrative proposals by AVP Mark Gold. Library proposals by the Chief Librarian Stephanie Walker

6. Description of proposed expenditure/project: **We request music composition and performance equipment to better enable our students to create music and be heard, and to work with professional-quality tools. The purchases consist of two main projects: (table of individual items and prices follows.)**
  - (1) **Purchase of a public address (PA) system to amplify instruments at our outdoor performances, such as the regular Lilypond series. Many classical instruments, such as voice, harp, or guitar, do not carry well outdoors without some amplification. This purchase will help us improve our efforts to connect with the campus and community. Total: \$1,826.**
  - (2) **Purchase of additional music composition and performance tools.**
    - **Two theremins and an modular analog synthesizer system will enhance our explanations of acoustics in courses ranging from MUSC 1300 (“Core” music) to “Electroacoustic Music 2,” “Computer Music 2,” and “Building Electronic Music Instruments.” They will be used in classes, during lab time, and in concerts by students as composition and performance instruments. In particular, they will be invaluable in all our courses that address issues of sound synthesis and they will be used by the Electroacoustic Ensemble. Total: \$4,538.**
    - **The “East West” sample library and Metric Halo A/D/A will both upgrade our advanced composition lab, 118RE. These will be valuable for our current students and are also required as part of our continuing upgrades in preparation for the launch of two new MFA programs in 2015, Sonic Arts and Scoring for Media. The sample library is an essential tool for contemporary soundtrack composers and our students have been clamoring for one for years. Now we feel it is both justified and important to acquire at this time. The Metric Halo will provide high-quality professional audio for both recording and mixing. Total: \$3,950.**
    - **We also request funding for two 1TB hard drives for storing and transporting media and two portable audio recorders. Both of these will be quite useful for students who want to record performances or gather audio for studio composition and production purposes. Total: \$900.**

**Portable PA system for Lilypond concerts and other public events:**

|    |  |         |
|----|--|---------|
| 1. | Gator mixer case G-MIXB 15x                        | \$29    |
| 2. | Horizon 20' mic cable NLZ-20-BPA (2 @ \$12.90 ea.) | \$25.80 |



|    |  |                   |
|----|--|-------------------|
| 3. | Horizon 50' mic cable NLZ-50-BPA (2 @ \$24.90 ea.) | \$49.80           |
| 4. | K&M mic stand w/ boom 210/9B (2 @ \$ 59.90 ea.)    | \$119.80          |
| 5. | Onstage (2) speaker stands & bag combo SSP7950     | \$69.00           |
| 6. | QSC 10" Powered PA loudspeaker K10 (2 @ \$559 ea.) | \$1,118.00        |
| 7. | QSC powered loudspeaker tote bag (2 @ \$59 ea.)    | \$118.00          |
| 8. | Shure SM-58LC microphone (2 @ \$83 ea.)            | \$166.00          |
| 9. | Yamaha MG82CX mixer                                | \$129.99          |
|    | <b>SUBTOTAL</b>                                    | <b>\$1,826.38</b> |

#### Music Composition and Performance Tools

|    |  |                |
|----|--|----------------|
| 10 | Theremin- Etherwave Plus (2 @ \$519 ea.)             | \$1038         |
| 11 | EuroRack analog synthesizer                          | \$3500         |
| 12 | East West Sample Library                             | \$1500         |
| 13 | Metric Halo A/D/A w/ DSP                             | \$2450         |
| 14 | Tascam Zoom portable audio recorders (2 @ \$250 ea.) | \$500          |
| 15 | Glyph 1 TB porta Gig hard drive (2 @ \$200 ea.)      | \$400          |
|    | <b>SUBTOTAL</b>                                      | <b>\$9,388</b> |

7. Estimated total cost: (ITS can assist with general technology cost estimates): **\$11,214**

8. Are any of the items in your proposal available from only one source? If so, please attach a sole source attestation letter from the vendor(s) and also one from your department/office, as required by Purchasing.

**N/A**

9. How many students will be served each term through the funding of this project?

**This equipment will serve a wide array of music students. The PA system will be available for all Music students who present performances on campus that require amplification. Although numbers will vary from semester to semester, this could include any of the nearly 250 Music majors, as well as others in music ensembles. Other students, campus denizens, and families will benefit by actually being able to hear the music performed.**

**The composition and performance tools will serve all music composition majors (30 students), as well as all students in the following courses: MUSC 1300 (Music "Core" – hundreds per semester); MUSC 3260, Introduction to Music Technology (15-20 per semester); MUSC 3261, Electroacoustic Music 1 (15-20 per semester); MUSC 3262, Electroacoustic Music 2 (15-20 per semester); MUSC 3263, Building Electronic Music Instruments (15-20 per semester); MUSC 3322, Audio Recording Techniques(15-20 per semester); and the Electroacoustic Ensemble (5-10 per semester). With the new Sonic Arts MFA, as well as the MFA in Scoring for Media, which is to launch in fall 2015, about 12 additional courses and 40 additional students will be affected per semester. PIMA 7741 and 7742 also use our labs and these tools as well (approximately 30 students).**

10. If funding is requested for a lab, other public access technology facility, or other physical facility:

**N/A, although some of the items requested will be placed in our currently-operating advanced lab (118 Roosevelt Extension).**

a. How many hours per week the lab will be open? **N/A.**

b. Who will supervise the facility and how will that be funded ongoing? (STF will not fund staffing)  
**N/A.**

c. What space will be used to host the facility and who has authorized its use?  
**N/A.**

d. Will any renovations or furnishings be required to support the technology requested? If so, how will these be funded? (STF will not fund renovations or most furnishings)  
**N/A.**

11. What are the objectives of this project? How will student outcomes be assessed?

**The objectives of this project are to improve presentation quality of student performances on campus, and to extend the compositional and performance possibilities.**

**Student outcomes will be assessed as these tools are used in our courses. We will instruct students, test their understanding by means of quizzes and projects, and will solicit feedback regarding the success of our implementation of the equipment.**

12. How will this request have a direct impact on student learning or student life?

**Currently some student performances are under served because we do not have the proper system available to amplify them, in particular for outdoor performances. The requested PA system will make them audible.**

**The composition and performance equipment will extend our offerings for students to get hands-on experience with professional-quality creative tools as part of their experience at Brooklyn College. We want our programs to be among the best in the USA. To achieve this, we have developed two new MFA programs that will launch in 2015. Meanwhile, we want to both serve current students and acquire the equipment necessary for our facilities to function as a top-tier educational institution in electroacoustic music and composition. These tools will enable us to do so.**

## Software Request Form (revised 10/2013)

Request may not exceed 3 single spaced pages of 11-point type.  
Longer requests or smaller point type will not be considered.

Please submit the completed form electronically to [STFREQUEST@brooklyn.cuny.edu](mailto:STFREQUEST@brooklyn.cuny.edu).

For questions, contact Anil Lilly of ITS at x5861

Deadline: November 27, 2013.

Please note that this form is required only for a proposal/request to purchase software that will be used for instructional purposes – not for research or personal use by faculty or staff. A committee of faculty and public lab managers reviews these requests to gauge:

- The true campus cost both initially and ongoing, and whether that cost is justified by the proposed use within a limited budget for software licensing.
- Whether the proposed functionality is available in other existing campus software tools
- Whether the products are technically compatible with college systems and infrastructure

1. Department/Office Name: **Conservatory of Music, Center for Computer Music**

2. Applicant Name(s): **Douglas Geers**

3. Primary Contact for Request(s): **Douglas Geers**

4. Has this proposal been approved by the appropriate Dean, Chair or Area Head? **Yes.**

5. Description of proposed expenditure/project:

**Upgrades to existing software in the Center for Computer Music (BC-CCM) labs. Purchase of one instructor copy and five student copies of SmartMusic. These purchases are vital to the operation of our facility and courses. We note that in 2014-2015 we will launch a new music technology MFA, "Sonic Arts." This new degree will, when fully deployed, add 24 advanced, music technology-focused students as primary users of our facilities. SmartMusic will be used in Music Education courses and as a practice tool by performance students.**

### Software to upgrade:

1. Max/MSP/Jitter/Gen – upgrade 20-seat license from ver. 6.1 to 7.0 (@ \$149 ea.) = \$2980
2. Melodyne – upgrade 20 copies (@ \$99 ea.) = \$1980

### New software to acquire

1. SmartMusic – One one-year educator subscription: \$140
2. SmartMusic – Three one-year "practice room" subscriptions (@ \$44 ea.) = \$132

6. Estimated total cost: **\$5,092**

7. Would you like to: Retire software? Introduce new software? Upgrade existing software?

Retire \_\_\_\_\_ Introduce   X   Upgrade   X  

8. Will faculty need training on the new software? **No**

9. Will software be used for specific courses? Which courses?

**Yes. Specific courses include MUSC 1300 ("Core"); MUSC 3235, 3236, and 3237, Theory of Music I,II, and III; MUSC 3260, Introduction to Music Technology; MUSC 3261, Electroacoustic Music 1; MUSC 3262, Electroacoustic Music 2; MUSC 3263, Building Electronic Music Instruments; and MUSC 3322, Audio Recording Techniques. With the new Sonic Arts MFA, as well as the MFA in Scoring for Media, which is to launch in fall 2015, about 12 additional courses will be affected. PIMA 7741 and 7742 also use our labs. SmartMusic will be used by performance students as well as Music Education students, both within courses and in independent contexts of practice and teaching.**

10. How many sections will be offered? **MUSC 1300 offers over two dozen sections per semester. Of the other courses, most will have one section per semester. MUSC 3260-3263 and 3322 usually will run one section once per academic year.**
11. How many students will be using the software each term?  
**The Conservatory's public computer lab in 116RE serves potentially 2,600 students (Music - 270, PIMA - 30, and CORC 1130 - 2,300). The advanced lab in 118RE serves approximately 100 students (Music - 70, PIMA - 30).**
12. Does the college have a similar software tool already? If so, why is this new tool needed?  
**Nearly all of this request is upgrades. The new package, SmartMusic, is an industry-standard tool for student instrument practice with automatic accompaniment. It is vital for Music Education students to learn how to use this software, and it is valuable for all students practicing their instruments. SmartMusic is also relatively inexpensive.**
13. How will the new software effectiveness be assessed?  
**We will track student use of software for class projects and query users regarding effectiveness of the applications.**

**Note: As a result of the upgrade necessary on my computer I was unable to complete this form in the PDF file which was sent, I therefore had to copy and paste.**

## **Student Technology Fee Proposal Form (revised 10/2013)**

Request may not exceed 3 single spaced pages of 11 point type.

Longer requests or smaller point type will not be considered.

**Please read the accompanying guidelines and instructions carefully before making your proposal.**

**Submit the completed form electronically to**

**STFREQUEST@brooklyn.cuny.edu**

**Contact Anil Lilly of ITS with any questions – x5861**

**Deadline: November 27, 2013. Late submissions will not be considered.**

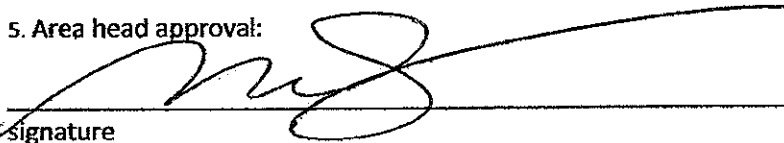
1. Department/Office Name: **Center for Student Disability Services**

2. Applicant Name(s): **Valerie Stewart-Lovell**

3. Primary Contact for Request(s): **Valerie Stewart-Lovell**

4. Request   1   of   1  

5. Area head approval:

  
\_\_\_\_\_  
Signature

NOTE NEW PROCEDURE! All proposals MUST be approved and submitted by the appropriate executive area head: Student proposals by VP of Student Affairs Morales. Faculty proposals by the appropriate Dean of School. Administrative proposals by AVP Mark Gold. Library proposals by the Chief Librarian Stephanie Walker

6. Description of proposed expenditure/project: **The proposed expenditure is to promote additional assistive technology options in order to provide the most reasonable and effective accommodations for students with disabilities.**

We are requesting: **1. (5) Livescribe 2GB Echo Smartpens**

A device that can digitally record pen strokes and sounds. An effective note taking tool for students with various disabilities. A systematic way for note takers to provide this accommodation.

**2. (10) Special notebooks to be used with the Pen**

Echo Smartpens can only be used with these dotted notebooks

**3. (15) Smart Pen portfolio**

Pens are currently being used by our hard of hearing students as

well as students with varying types of disabilities. Having this portfolio would allow for greater versatility.

**4. (10) Livescribe Micro USB Cable**

Necessary to save notes to computer or laptop

**5. (2) Livescribe 3-D Receiving Headset**

Better recording for Hard-of-Hearing students in large lecture halls.

**6. (1) Noise Cancelling Headphones**

To be used in our testing rooms for students who are highly sensitive to noise and a least distracting environment is an accommodation.

7. Estimated total cost: (ITS can assist with general technology cost estimates):

**Echo Smartpen - 5@ \$119.95 = \$599.75**

**Livescribe Notebooks – 10@\$24.95=\$249.50**

**Smartpen Portfolio – 15@\$24.95= \$374.25**

**Livescribe Micro USB Cable – 5@ \$2.95=\$14.75**

**Livescribe 3D receiving headset 2@ \$19.95 = ~~39.90~~**

**Sony Premium Noise Canceling Headphones 1 @ \$269.99**

**Total: ~~\$1598.24~~**

8. Are any of the items in your proposal available from only one source? If so, please attach a sole source attestation letter from the vendor(s) and also one from your department/office, as required by Purchasing.

**No**

9. How many students will be served each term through the funding of this project?  
**The proposed expenditure will be available to all students registered at the Center who uses assistive technology as an accommodation.**

10. If funding is requested for a lab, other public access technology facility, or other physical facility:

- a. How many hours per week the lab will be open?
- b. Who will supervise the facility and how will that be funded ongoing? (STF will not fund staffing)
- c. What space will be used to host the facility and who has authorized its use?
- d. Will any renovations or furnishings be required to support the technology requested? If so, how will these be funded? (STF will not fund renovations or most furnishings)

**The request for funding are for equipment that students will take to class for classroom accommodations. There is no request at this time for our lab. The noise canceling headphone is for our testing rooms.**

11. What are the objectives of this project? How will student outcomes be assessed?

**The objective is to provide the most updated and effective assistive technology for students with disabilities. Outcomes will be assessed through the use of an effectiveness survey as students continue to use assistive technology in labs, classrooms, the Center, the library, library cafe` and web building.**

12. How will this request have a direct impact on student learning or student life?

**By making it possible for a student with a disability to overcome barriers, the above request will promote students learning and develop outcomes which are purposeful by providing the student with an equitable chance to succeed.**

## Student Technology Fee Proposal Form (revised 10/2013)

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Contact Anil Lilly of ITS with any questions – x5861  
Deadline: November 27, 2013. Late submissions will not be considered.

1. Department/Office Name: Earth and Environmental Sciences; Archaeology and Anthropology
2. Applicant Name(s): Wayne Powell and Arthur Bankoff
3. Primary Contact for Request(s): Wayne Powell (wpowell@brooklyn.cuny.edu)
4. Request 1 of 1
5. Area head approval: H. PEARVIS  
signature

NOTE NEW PROCEDURE! All proposals MUST be approved and submitted by the appropriate executive area head:  
Student proposals by VP of Student Affairs Morales. Faculty proposals by the appropriate Dean of School.  
Administrative proposals by AVP Mark Gold. Library proposals by the Chief Librarian Stephanie Walker

6. Description of proposed expenditure/project: **20-Unit Classroom Kit of Trimble Juno 3B Handheld GPS**

Accurate location coordinates are essential for most field-based studies in the Earth, environmental and archaeological sciences. Furthermore, the spatial data sets must readily transfer to ArcGIS, the most widely used GPS software package, and the one licensed across CUNY. The Trimble Juno handheld is an adaptable, entry-level professional GPS unit that provides meter-resolution and stores spatial databases of points, lines, and polygons. This data transfers to ArcGIS through Trimble's Pathfinder software (included in purchase). The proposed expenditure for a 20-unit Classroom Kit of Juno 3B units will expand the ability of the two proposing departments to provide professionally realistic field-based learning experiences to their students.

7. Estimated total cost: (ITS can assist with general technology cost estimates): \$10,995
8. Are any of the items in your proposal available from only one source? If so, please attach a sole source attestation letter from the vendor(s) and also one from your department/office, as required by Purchasing.

Keystone Precision Instruments is a NYS Contracted company: PT64163

9. How many students will be served each term through the funding of this project?

Each year, the Juno units will be used by a total of approximately 230 students in the following courses:

|   |            |   |    |
|---|------------|---|----|
| EESC 3750: Introduction to Geographic Information System (GIS): | 2 Sections | @ | 24 |
| EESC 3755: Advanced GIS and Remote Sensing:                     | 1 Section  | @ | 24 |
| EESC 3850: Field Mapping:                                       | 1 Section  | @ | 20 |
| EESC 3855: Environmental Field Studies:                         | 1 Section  | @ | 20 |
| ANTH 1400: Introduction to arch:                                | 3 Sections | @ | 30 |
| ANTH 3445: Introduction to Geographic Information System:       | 1 Section  | @ | 10 |
| ANTH 3470: Summer Arch Field School:                            | 1 Section  | @ | 15 |



10. If funding is requested for a lab, other public access technology facility, or other physical facility:

No lab associated with this request

11. What are the objectives of this project? How will student outcomes be assessed?

For EES, geospatial skills are contained within our defined program outcomes, specifically:

- Graduates will be able to navigate using maps, compass, and/or GPS
- Graduates will be able to use GIS software to work with data sets (import, export and merge), create maps, and analyze spatial patterns in data

These outcomes are evaluated in the two capstone field courses EESC 3800 and 3850 by means of GIS-based maps and geospatial databases created by our students.

GIS is an integral tool for archaeological survey and excavation. It serves modern archaeology both as a method of physically locating and mapping sites and as a way of asking relevant questions about the spatial distribution of sites, artifacts and other data. Learning to use GIS in field situations increases the hands-on component of the archaeology method and theory courses, the introductory courses, and the fieldwork courses. Students will learn the archaeological uses of GIS by practice exercises and real-time projects, which will measure acquired skills and assess the students' ability to use this tool within a project framework.

12. How will this request have a direct impact on student learning or student life?

GIS/GPS skills are essential for professional Earth and environmental scientists. Providing undergraduates with opportunities to apply authentic GIS/GPS-based investigations throughout the curriculum not only models realistic professional experiences, but increases opportunities for internships and post-graduate employment in the Earth and environmental sciences

Students usually experience the benefits of GIS in archaeology through reading about it, or seeing displayed examples of completed maps. With the use of hand-held GIS devices, they can actually work on a project from the beginning to the end and personally experience the utility of this important tool. It will broaden and deepen their understanding and skill set as archaeologists.

## IMPORTANT GUIDELINES AND INSTRUCTIONS

### **Examples if acceptable uses of STF funds:**

- Acquiring or upgrading student accessible computers
- Implementing or upgrading student-serving computer labs
- Acquiring or developing new tools to improve student services
- Acquiring equipment or software to support faculty development of new or improved courseware
- Acquiring or upgrading instructional software
- Upgrading instructional spaces to support technology-assisted learning
- Computer furniture and network/phone cabling
- Acquiring technology tools to support college-sponsored student activities
- Requests for multiple years of funding will be entertained, but are less likely to be approved.

### **Examples of unacceptable uses of STF funds:**

- Supplies, other than an initial small starter supply for a new piece of equipment
- Construction or other infrastructure needs, such as HVAC, electrical work, painting, window shades etc.
- Salaries or stipends - neither P/T nor F/T - for lab-tech, lab-support, or other implementation or support needs.
- Equipment or software for faculty research or private faculty use
- Requests to utilize STF funds to replace or subsidize standard budgeted expenditures for college operations.

### **Funding and Procurement:**

- Proposals approved for funding still need to go through the standard CUNY procurement process, which can be time consuming and require adherence to many arcane regulations. This requires your cooperation now and during the procurement process in the following year. Approved proposals that cannot be successfully procured by January of the spending year are subject to forfeiture and the funds allocated to other queued proposals.
- The STF committee reviews each proposal in early Spring and assigns one of the following determinations to each: Approved in whole or in part, Declined, Held in queue for possible funding later in the year. The decision will be communicated in writing to each submitter, typically within one month after the STF decisions are made.
- Proposals submitted now will be executed and funded in the next fiscal year. Those funds do not typically start arriving until Fall of that year, and are collected throughout the year (Fall and Spring). While every effort will be made to initiate purchases as quickly as possible, most purchases will not be completed in time for the Fall term, and some may have to be deferred to Spring. Please keep this in mind when planning your Fall 2014 classes.
- CUNY requires that STF funds be expended in the year they are collected. Therefore if ITS or College Purchasing determines that a purchase is not practically attainable in the necessary timeframes, the allocations may be rescinded and the funds reallocated to other queued projects.
- Proposals are approved only for the items requested. Any subsequent cost savings return to the general STF fund for reallocation. Funding allocations are based on the proposal estimate and may not increase to cover any subsequent price increases.

## Preparing Your Proposal:

- Almost all activity on campus is somehow ultimately related to students. However, only proposals that provide fairly direct and immediate benefit to students will be considered.
- Proposals previously submitted, but not funded for any reason, do not automatically get considered in subsequent years. A new proposal must be submitted.
- Instructional software requests must be approved by the college's Software Coordination Committee, which verifies technical compatibility, and ensures that true campus-wide implementation costs are considered. The Software Request Form can be downloaded from: <http://www.brooklyn.cuny.edu/bctf/stfp/>
- If a proposal requires a new space on campus, it will not be considered unless the submitter FIRST obtains an appropriate location, approved by the administration for this use.
- STF allocations are based on the proposal's good-faith estimates, which should preferably be based on actual price quotes where possible.
- Proposals should include all related needs in one application. Do not submit multiple applications for smaller amounts of equipment that will serve the same purpose.
- Please be sure to include copies of any quotations, estimates, suggested vendors, and sole vendor letters that may be required to facilitate the procurement, if approved. Quotes must list the same exactly matching items only, with no additional items. All quotes must be tax exempt. NYS and CUNY procurement rules require the following:
  - If your order is under \$5,000, three vendor quotes are needed.
  - If your order is over \$5,000, five vendor quotes are needed.
  - Please make sure that all quotes include shipping to ITS, Library, 4<sup>th</sup> Flr, 2900 Bedford Avenue, Brooklyn, NY 11210. Large items or skids must be delivered with lift gate service and inside delivery. Make sure that your vendor quotes include these services in their pricing.
  - If your request includes items that can only be purchased through one vendor, sole source attestation letters from the vendor and your department/office are required. The department/office letter should include the following points on official department letterhead:
    - Provide background information.
    - Identify need for the purchase.
    - Demonstrate why competitive solicitation is not warranted.
    - How did you determine sole source was the best method?
    - Clarify how reasonable price and terms were determined.
    - Justify - why this vendor?
    - What happens if the College doesn't make this purchase (as a sole source)?

## Student Technology Fee Proposal Form (revised 10/2013)

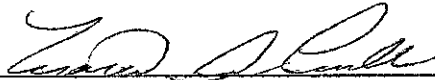
Request may not exceed 3 single spaced pages of 11 point type.  
Longer requests or smaller point type will not be considered.

Please read the accompanying guidelines and instructions carefully before making your proposal.  
Submit the completed form electronically to [STFREQUST@brooklyn.cuny.edu](mailto:STFREQUST@brooklyn.cuny.edu)  
Contact Anil Lilly of ITS with any questions – x5861  
Deadline: November 27, 2013. Late submissions will not be considered.

1. Department/Office Name: **Department of Film**
2. Applicant Name(s): **Jung-Hun Kim, Education Coordinator for Film Technology, Department of Film**
3. Primary Contact for Request(s): **Jung-Hun Kim (JKim@brooklyn.cuny.edu)**

4. Request   2   of   2  

5. Area head approval: \_\_\_\_\_



signature

NOTE NEW PROCEDURE! All proposals MUST be approved and submitted by the appropriate executive area head:  
Student proposals by VP of Student Affairs Morales. Faculty proposals by the appropriate Dean of School.  
Administrative proposals by AVP Mark Gold. Library proposals by the Chief Librarian Stephanie Walker

6. Description of proposed expenditure/project:

**This proposal is for funding to upgrade the out-of-date s (from late 2009) iMac workstation in the department computer lab.**

**The Film Department currently operates a student access Digital Postproduction Lab in room 239 of WEB building, that is used fboth for faculty instruction and student editing. This 1000 square-foot room contains 25 Apple iMac workstations, which were purchased under the 2009-10 Student Tech Fee. The currently configured lab is already outdated and will not meet the demands of software minimum requirements. Upgrading the lab with newer computers would drastically cut the time rendering to complete and increase system stability in the advanced software.**

**Also, please note that these computers should have been replaced with new workstations as part of the regular 3-4 year replacement cycle.**

7. Estimated total cost: (ITS can assist with general technology cost estimates): **\$47,475 (25 @ \$1,899 each).**
8. Are any of the items in your proposal available from only one source? If so, please attach a sole source attestation letter from the vendor(s) and also one from your department/office, as required by Purchasing.

**Yes: Direct Institutional purchase from Apple Computer**

9. How many students will be served each term through the funding of this project?

**Over 1900 students were enrolled in film courses over the 2012-13 academic year. Currently, the department has about 300 film majors (including certificate students), many who are concentrating in film or the documentary production. Both concentrations requires up-to-date post-production facilities. Additionally,**

our film studies, film marketing, and screenwriting majors also require the use of the lab for various projects and software essentials (e.g., Final Draft, Screenwriting, Movie Magic Budgeting and Scheduling).

10. If funding is requested for a lab, other public access technology facility, or other physical facility:

a. How many hours per week the lab will be open?

**Currently, the computer lab is open from 10:00am-8:00pm, Monday through Friday, with some weekend hours included at the end of each semester.**

b. Who will supervise the facility and how will that be funded ongoing? (STF will not fund staffing)

**Jung-Hun Kim, Education Coordinator for Film Technology, will supervise this.**

c. What space will be used to host the facility and who has authorized its use?

**The film department computer lab in room 239 WEB Building. Use is authorized for the long-term by the department chair.**

d. Will any renovations or furnishings be required to support the technology requested? If so, how will these be funded? (STF will not fund renovations or most furnishings) **NO**

11. What are the objectives of this project? How will student outcomes be assessed?

**Housing a state-of-the-art Digital Postproduction Lab is integral to the success of the film program and its alumni. Keeping our program's resources current is critical to the success and employability of our film graduates in a highly competitive industry. It also helps to attract and retain interested students looking for a film program that can offer the same advanced tools used by most industry professionals. Outcomes are assessed by all faculty judging the Qualifying Film, which is written on and edited using these facilities.**


12. How will this request have a direct impact on student learning or student life?

**Every production course in the department require a final screenplay, video or sound assignment, or film project to be completed by the end of each semester. We want to train students on technology tools used in film and video production and enable students to take part in relevant class projects. Access to this specialized computer lab is vital to the success of film students and their completed projects.**

## Student Technology Fee Proposal Form (revised 10/2013)

Request may not exceed 3 single spaced pages of 11 point type.  
Longer requests or smaller point type will not be considered.

**Please read the accompanying guidelines and instructions carefully before making your proposal.**  
**Submit the completed form electronically to [STFREQUST@brooklyn.cuny.edu](mailto:STFREQUST@brooklyn.cuny.edu)**  
**Contact Anil Lilly of ITS with any questions – x5861**  
**Deadline: November 27, 2013. Late submissions will not be considered.**

1. Department/Office Name: Kinesiology
2. Applicant Name(s): Dr. Laura Blitzer
3. Primary Contact for Request(s): Dr. Laura Blitzer 441 WQ [laurablitzer@brooklyn.cuny.edu](mailto:laurablitzer@brooklyn.cuny.edu) 718/951.6727
4. Request 1 of 2 from Department of Kinesiology
5. Area head approval: \_\_\_\_\_  
  
signature
6. Description of proposed expenditure/project:

Performance based assessment in Teacher Education has become a standard component of accredited programs. edTPA is the assessment that will be used by all teacher education candidates in New York State to determine their readiness to teach and capacity to receive State certification. This pre-service assessment's focus is student learning shown through the presentation of documents that demonstrate a candidate's ability to effectively teach content to students.

edTPA focuses on the act of teaching. It is a multiple-measure assessment system aligned to state and national standards and is designed to guide the development of curriculum and practice around the common goal of making sure new teachers are able to teach effectively and support student achievement.

Evidence of a candidate's ability to teach is drawn from a subject-specific learning segment of 3-5 lessons from a unit of instruction taught to a single class of students. Multiple sets of materials will be assessed as part of the edTPA process including **video clips of instruction**, lesson plans, student work samples, analysis of student learning, and reflective commentaries. Submitted evidence will be reviewed by trained scorers and results can be used in the following ways:

- -faculty and teacher education candidates can discuss the impact of candidates' teaching performance on student learning and determine ways to improve teaching.
- -faculty can analyze meaningful and consistent data that can be used to improve and renew program curriculum.

The videotaping component is central to the presentation of a candidate's edTPA portfolio. Focusing on the 3-5 lessons from a single unit, 2 clips totaling 20 minutes of instruction will highlight an instructional sequence, and follow up work with at least 3 focus students. Teacher education Candidates are expected to gain permission to videotape these instructional sequences, to show themselves helping students to develop competencies in the cognitive, motor and/or affective domains related to "movement patterns, performance concepts, and/or health enhancing fitness through instruction for planned learning tasks," and to "transition smoothly to, within, or from a learning task." (edTPA Assessment Handbook, K-12 Physical Education, 2013).

Capturing any or all of these required components requires training and an artful use of cameras, and audio devices. The inherent din that exists in physical education instructional areas – gyms, fields, auditoriums,

cafeterias, hallways – can challenges even the most robust speakers. Additionally, there is an large amount of movement anticipated that can hamper the filming process, particularly relative to the small/focus group instruction. It is vitally important that candidates record their lessons as they instruct in case the filming audio is so sound corrupted that a text of the lesson must be provided to accompany the video submission.

Students in our program will benefit significantly if permitted to practice preparing the video and audio components and the copious documentation required for edTPA. Opportunities exist in a number of courses that precede student teaching. Expectations are that early skill development will not only prepare our student for a high level of success with edTPA evaluators but it will also

- help candidates develop the confidence and skills they need to be successful in diverse, urban schools.
- measure candidate ability to differentiate instruction for diverse learners, including English language learners and special education students in physical education settings.

7. Estimated total cost: (ITS can assist with general technology cost estimates): **\$18,532.50 TOTAL COST**

- 15 digital video cameras \$10,485  
Sony HDR-CX580V High Definition Handycam Camcorder (Black) \$699 ea
- 15 tripods \$1,199.25  
Velbon Videomate 607 Aluminum Tripod \$79.95 ea
- 15 camera bags \$269.25  
Pearstone - Onyx 1030 Digital Camera/Camcorder Shoulder Bag \$17.95 ea
- 10 pocket video cameras \$2,890  
Canon VIXIA Mini Camcorder (Black) \$289 ea
- 20 Memory Cards for Pocket Video Cameras \$704  
SanDisk - 32GB microSDHC Memory Card Ultra Class 10 UHS-I with microSD Adapter \$35.20 ea
- 15 Wireless Microphones \$2,685  
Azden WLX-Pro/I camera Mountable VHF Wireless Lavalier/Headworn Mic System \$179 ea
- Shipping approximately \$500

8. Are any of the items in your proposal available from only one source? If so, please attach a sole source attestation letter from the vendor(s) and also one from your department/office, as required by Purchasing.

No – items available from a number of sources including but not limited to:

B&H Photo  
Amazon.com  
Best Buy  
New Egg  
Adorama

- Please make sure that all quotes include shipping to ITS, Library, 4<sup>th</sup> Flr, 2900 Bedford Avenue, Brooklyn, NY 11210. Large items or skids must be delivered with lift gate service and inside delivery. Make sure that your vendor quotes include these services in their pricing.

9. How many students will be served each term through the funding of this project?

40-60 per term.

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This will include all student teachers and students from a variety of methods and fieldwork classes. Student teachers will be completing finalized video segments to submit for certification and students in other classes will be practicing for the preparation of the video segments.

10. If funding is requested for a lab, other public access technology facility, or other physical facility:
- How many hours per week the lab will be open?
  - Who will supervise the facility and how will that be funded ongoing? (STF will not fund staffing)
  - What space will be used to host the facility and who has authorized its use?
  - Will any renovations or furnishings be required to support the technology requested? If so, how will these be funded? (STF will not fund renovations or most furnishings)

N/A

11. What are the objectives of this project? How will student outcomes be assessed?

- To introduce students to the video and audio taping components of mandated reporting through the edTPA system.
- To provide opportunities for students to develop high level skills in preparing for, executing and evaluating their teaching skills using required technical methods.
- To support students submission of high quality videotaped instructional materials that will ensure their success at achieving State certification via the edTPA process.

12. How will this request have a direct impact on student learning or student life?

Submitting a high quality video production bodes well for any student applying for State certification to teach in New York. While there is no expectation, at local or state levels, that the production rival Hollywood cinema, there are expectations that dictate the end product be technically accurate if not perfect. The quality of the video in terms of sound and picture clarity must be sufficient for evaluators to know clearly, what happened in the classroom being taped.

Students will submit their final video segments during the first placement of their student teaching internship which is the capstone event in the physical education teacher education degree process. There is little time for a do-over once the review process has begun so it is extremely important that the submission be the best representation of student work possible. In an effort to achieve this high standard, students will be supported through their courses to engage in practice teaching sessions that can be taped and reviewed internally. This will permit students to fine tune their pedagogical skills and has the secondary benefit of allowing them to practice preparing the documentation that will accompany the video for the State reviewers.

This building process will support our students submitting high quality products that will meet reviewer's standards. A high pass rate reflects well on our program and the College overall. It is our intention to achieve a 100% pass rate will initial submissions.

Provide background information.

- Identify need for the purchase.
  - Demonstrate why competitive solicitation is not warranted.
  - How did you determine sole source was the best method?
  - Clarify how reasonable price and terms were determined.
  - Justify - why this vendor?
  - What happens if the College doesn't make this purchase (as a sole source)?
-



**Student Technology Fee Proposal Form (revised 10/2013)**  
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Contact Anil Lilly of ITS with any questions – x5861  
Deadline: November 27, 2013. Late submissions will not be considered.

1. Department/Office Name: **Modern languages /Language Labs**

2. Applicant Name(s): **Jose Salce, Luigi Bonaffini**

3. Primary Contact for Request(s): **Jose Salce**

4. Request 1 of 1

5. Area head approval: \_\_\_\_\_

signature

11/21/13

NOTE NEW PROCEDURE! All proposals MUST be approved and submitted by the appropriate executive area head:

Student proposals by VP of Student Affairs Morales. Faculty proposals by the appropriate Dean of School.

Administrative proposals by AVP Mark Gold. Library proposals by the Chief Librarian Stephanie Walker

6. Description of proposed expenditure/project:

- **Replace storage media server (NAS)**
- **Wireless keyboards for smart TVs**

**1 x PowerVault NX400 NAS \$4,500** (PowerVault NX400 (3.5" Chassis with up to 8 SATA Hard Drives / 4x 4TB 7.2K RPM SATA HDD included)

Processor: Intel® Xeon® E5-22403 1.8GHz,

Memory: 8GB RDIMM, 1333

Warranty : 3Yr Basic Hardware Warranty Repair: 5x10 HW-Only, 5x10 NBD Onsite

OS: Windows Storage Server® 2012, Standard Ed,

RAID: H710/ H310 Integrated RAID Controller

Hard Drives: 4x 4TB 7.2K RPM SATA 3Gbps 3.5in Hot-plug Hard Drive

Network Adapter: Onboard dual 1Gb Network Adapter

Power Supply: Dual Hot-plug, Redundant Power Supply (1+1), 500W

Rackrails: ReadyRails™ Sliding Rails Without Cable Management Arm

- **2 x Logitech Wireless Touch Keyboard K400 with Touchpad \$40.00 Total \$80.00**

7. Estimated total cost: (ITS can assist with general technology cost estimates): **\$ 4580.00**

8. Are any of the items in your proposal available from only one source? **NO**

If so, please attach a sole source attestation letter from the vendor(s) and also one from your department/office, as required by Purchasing.

9. How many students will be served each term through the funding of this project?

- a. Beginning language students are required to attend the language lab at least weekly.
- b. All students enrolled in language and literature courses make frequent use of the lab.
- c. Students in advanced courses use it for writing papers, proofreading/spellchecking and conducting research.
- d. Judaic Studies students use the lab for Hebrew language instruction.
- e. CORE 9 students use the lab video screening.

10. If funding is requested for a lab, other public access technology facility, or other physical facility:

- a. How many hours per week the lab will be open?
  - **The lab is open a total of 40 hours a week.**
- b. Who will supervise the facility and how will that be funded ongoing? (STF will not fund staffing)
  - **The lab is already staffed by a Chief CLT. No additional staffing is requested.**
- c. What space will be used to host the facility and who has authorized its use?
  - **Current space with current authorization**
- d. Will any renovations or furnishings be required to support the technology requested? If so, how will these be funded? (STF will not fund renovations or most furnishings)
  - **No renovations or furnishing will be required**

11. What are the objectives of this project? How will student outcomes be assessed?

**Support classroom instruction with fully functioning lab.**

a) Students screen video materials in foreign language, gather information from dialogue and visual clues, work in groups or individually to answer questions in worksheets on content and cultural aspects.

b) Students access foreign language websites and read genuine materials in context. They gather information, work individually or in small groups to translate, manipulate the information to produce written summaries or critiques of content. Website content is used for grammatical reinforcement and cultural awareness.

c) Instructors eliminate use of blackboard (the physical ones) and paper handouts saving class-time, money and lots of trees.

d) Assessment: Oral: in class they describe or comment on the content. At home or in language lab they record oral presentations or answers to questions. The recordings are uploaded onto the NAS server and are available to be played in class (4311B and 4305B). Writing: students read websites and search for specific grammar aspects, idioms, sentence structures, conventions (for example newspaper headlines). They re-use these aspects in their writing and share with classmates and instructor by email. Representative samples and best examples are used by instructor to reinforce language use habits.

12. How will this request have a direct impact on student learning or student life?

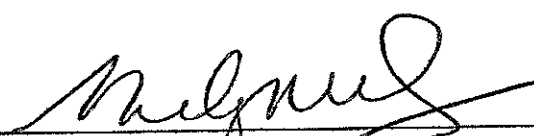
a) Researches show dramatic improvement in all skills when students are exposed to genuine materials in context, and when they can immediately make use of fresh learning either integrating it into speaking or writing production. Having access to video and multimedia materials transforms the classroom into a living linguistic experience. The focus shifts from the instructor to the student and his/her interaction with the material and the language. The student takes charge of his/her learning, develops autonomy and becomes responsible for the learning process. The classroom as a whole becomes the linguistic community in which learning takes place.

b) BC students are still skittish about technology in the classroom. Good experiences (they will learn faster, better and with less effort) reinforce positive attitude and help dispel anxiety and skepticism.

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Contact Anil Lilly of ITS with any questions – x5861  
Deadline: November 27, 2013. Late submissions will not be considered.

1. Department/Office Name: On-Campus Magazine
2. Applicant Name(s): Renee Blumenfrucht (Christina Haney-liaison)
3. Primary Contact for Request(s): Renee Blumenfrucht, 347-893-3953, ratzib@aol.com
4. Request 1 of 1
5. Area head approval: \_\_\_\_\_  
  
signature

NOTE NEW PROCEDURE! All proposals MUST be approved and submitted by the appropriate executive area head:  
Student proposals by VP of Student Affairs Morales. Faculty proposals by the appropriate Dean of School.  
Administrative proposals by AVP Mark Gold. Library proposals by the Chief Librarian Stephanie Walker

6. Description of proposed expenditure/project: **Update and Upgrade our office in 0401 James. The office has not been in use for a few years now and all of the technology is out of date. We would like to create an office that functions optimally for the magazine to publish. We are looking to get 1 HP computer and 1 iMac computer. HP computers are better for editing, while Apple Computers are better for layout and web design. These computers will need to be up-to-date with the latest editions of Adobe Photoshop, Indesign, and different Microsoft Office programs. In addition, an all in one printer will be necessary for proofreading and previewing the magazine before sending to print. All of these are very important for the optimal functioning of the magazine.**

Total computers requested: 2

Total printers requested: 1

7. Estimated total cost: (ITS can assist with general technology cost estimates):  
(Comparable models are fine as long as it does not detract from overall quality)

- iMac Desktops @ \$1,229.99 each.

[http://www.bestbuy.com/site/21-5-imac-174-8gb-memory-1tb-hard-drive/5851991.p?id=1218695418256&skuld=5851991&st=categoryid\\$abcat0501000&cp=1&lp=1](http://www.bestbuy.com/site/21-5-imac-174-8gb-memory-1tb-hard-drive/5851991.p?id=1218695418256&skuld=5851991&st=categoryid$abcat0501000&cp=1&lp=1)

- HP - ENVY TouchSmart 23" Touch-Screen All-In-One Computer @ 1,169.99 each.

[http://www.bestbuy.com/site/envy-touchsmart-23-touch-screen-all-in-one-computer-8gb-memory-1tb-hard-drive/1681766.p?id=1219060355459&skuld=1681766&st=categoryid\\$abcat0501000&cp=1&lp=3](http://www.bestbuy.com/site/envy-touchsmart-23-touch-screen-all-in-one-computer-8gb-memory-1tb-hard-drive/1681766.p?id=1219060355459&skuld=1681766&st=categoryid$abcat0501000&cp=1&lp=3)

- HP® Officejet Pro 8600 Premium e-All-in-One Printer @ 399.00 each.

[http://www.staples.com/HP-Officejet-Pro-8600-Premium-e-All-in-One-Printer/product\\_366002](http://www.staples.com/HP-Officejet-Pro-8600-Premium-e-All-in-One-Printer/product_366002)

8. Are any of the items in your proposal available from only one source? If so, please attach a sole source attestation letter from the vendor(s) and also one from your department/office, as required by Purchasing.

**No, they can be purchased from different sources. The sources that are listed are Best Buy and Staples.**

9. How many students will be served each term through the funding of this project?

**We plan on publishing once or twice per semester, depending on the feedback and material we receive from student clubs. Although at least 15 people do work on the magazine, the whole Brooklyn College community benefits from it. There are at least 15- the executive board and the members. Being that we are a re-energized club, we are planning on seeing an increase in membership numbers over the next few semesters.**

10. If funding is requested for a lab, other public access technology facility, or other physical facility:

a. How many hours per week the lab will be open?

**We plan on being open the following hours:**

**Monday 12-6**

**Tuesday 11-6:30**

**Wednesday 12-6**

**Thursday 10-6**

**Weekend hours will be flexible.**

b. Who will supervise the facility and how will that be funded ongoing? (STF will not fund staffing)

**The executive board and Student Affairs. Being that the executive board members are students, no funding is needed for this supervision.**

c. What space will be used to host the facility and who has authorized its use?

**0401 James Hall, the On-Campus office. Student Affairs has authorized its use.**

d. Will any renovations or furnishings be required to support the technology requested? If so, how will these be funded? (STF will not fund renovations or most furnishings)

**Yes- this will be funded by the club budget.**

11. What are the objectives of this project? How will student outcomes be assessed?

- **Increase membership for the magazine.**
- **Increase in resources to help perfect the magazine and to have computers where layout for magazine can be done on campus.**
- **Create a location where the magazine can hold meetings and information sessions regularly.**

**The outcomes will be assessed by the Executive Editor-in-Chief along with the rest of the executive board.**

12. How will this request have a direct impact on student learning or student life?

**Through this, we hope to help spread word about our club and increase membership and club participation. In addition, we would like to have a space where are layout editors and copy editors can work on the magazine.**

## Software Request Form (revised 10/2013)

Request may not exceed 3 single spaced pages of 11-point type.  
Longer requests or smaller point type will not be considered.

Please submit the completed form electronically to [STFREQUST@brooklyn.cuny.edu](mailto:STFREQUST@brooklyn.cuny.edu).

For questions, contact Anil Lilly of ITS at x5861

Deadline: November 27, 2013.

Please note that this form is required only for a proposal/request to purchase software that will be used for instructional purposes – not for research or personal use by faculty or staff. A committee of faculty and public lab managers reviews these requests to gauge:

- The true campus cost both initially and ongoing, and whether that cost is justified by the proposed use within a limited budget for software licensing.
- Whether the proposed functionality is available in other existing campus software tools
- Whether the products are technically compatible with college systems and infrastructure

1. Department/Office Name: **On-Campus Magazine**

2. Applicant Name(s): **Renee Blumenfrucht**

3. Primary Contact for Request(s): **Renee Blumenfrucht, 3478933953, ratzib@aol.com**

4. Area Head approval \_\_\_\_\_

5. Description of proposed expenditure/project:

To introduce software onto computers so that the magazine can work on layout and editing.

6. Estimated total cost: **\$100/year for Microsoft**  
**\$40/month Adobe**

7. Would you like to: Retire software? Introduce new software? Upgrade existing software?

Retire \_\_\_\_\_ Introduce  X  Upgrade \_\_\_\_\_

8. Will faculty need training on the new software?

**No**

9. Will software be used for specific courses? Which courses?

**No**

10. How many sections will be offered?

11. How many students will be using the software each term?

**At least 15**

12. Does the college have a similar software tool already? If so, why is this new tool needed?

**This office has an older version of this software which runs very slowly and is no longer effective enough for our purposes.**

13. How will the new software effectiveness be assessed?

**The executive editor in chief will discuss with the layout editor how their work has improved since the new software has been introduced.**

## Student Technology Fee Proposal Form (revised 10/2013)

Request may not exceed 3 single spaced pages of 11 point type.  
Longer requests or smaller point type will not be considered.

Please read the accompanying guidelines and instructions carefully before making your proposal.  
Submit the completed form electronically to [STFREQUENT@brooklyn.cuny.edu](mailto:STFREQUENT@brooklyn.cuny.edu)  
Contact Anil Lilly of ITS with any questions – x5861  
Deadline: November 27, 2013. Late submissions will not be considered.

1. Department/Office Name: Personal Counseling
2. Applicant Name(s): Gregory A. Kuhlman
3. Primary Contact for Request(s): Gregory A. Kuhlman
4. Request 1 of 1
5. Area head approval: \_\_\_\_\_  
signature

NOTE NEW PROCEDURE! All proposals MUST be approved and submitted by the appropriate executive area head:  
Student proposals by VP of Student Affairs Morales. Faculty proposals by the appropriate Dean of School.  
Administrative proposals by AVP Mark Gold. Library proposals by the Chief Librarian Stephanie Walker

6. Description of proposed expenditure/project:

The Personal Counseling Program uses a client records database system (Titanium) to maintain counseling records. We are implementing a module that permits clients (mostly students) to directly enter certain identifying, demographic and screening data using a web browser interface.

This will permit students to be more efficiently and effectively screened for psychiatric risk eliminating manual scoring error.

Paper forms for these purposes will be replaced, eliminating manual data-entry by support staff and manual scoring of screening assessment forms by counseling staff. Electronic storage and retrieval of assessment results will be more efficient and effective.

As we don't have space in our reception area for multiple desktop workstations for clients (students) to use for this purpose, we'd like to use tablet computers for this purpose, so clients can sit in our existing reception chairs and fill out the web browser forms on their lap just as they now complete paper forms using a clipboard.

7. Estimated total cost: (ITS can assist with general technology cost estimates):

3 tablet computers (e.g., Google Nexus 10) @ \$500 each = \$1,500  
3 heavy-duty protective cases (Gumdrop Drop Tech case, black/black) @ \$50 each = \$150  
3 security cable kits (MacLocks Universal Tablet Lock) @ \$50 each = \$150

TOTAL = \$1,800

8. Are any of the items in your proposal available from only one source? If so, please attach a sole source attestation letter from the vendor(s) and also one from your department/office, as required by Purchasing.

No.

9. How many students will be served each term through the funding of this project?

Approximately 500.

10. If funding is requested for a lab, other public access technology facility, or other physical facility:

N/A

11. What are the objectives of this project? How will student outcomes be assessed?

To permit students to be more efficiently and effectively screened for psychiatric risk via computer-scored Titanium database assessment scales and to enter their demographic and other information electronically.

The number of students screened and the number of those students identified with moderate or high risk will be reported via database reporting features.

12. How will this request have a direct impact on student learning or student life?

By improving our capability to identify moderate or high risk factors in students presenting for personal counseling services and to provide those students with appropriate counseling, referral and other services.



## Student Technology Fee Proposal Form (revised 10/2013)

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Please read the accompanying guidelines and instructions carefully before making your proposal.

Submit the completed form electronically to [STFREQUST@brooklyn.cuny.edu](mailto:STFREQUST@brooklyn.cuny.edu)

Contact Anil Lilly of ITS with any questions – x5861

Deadline: November 27, 2013. Late submissions will not be considered.

1. Department/Office Name: PIMA M.F.A., School of Visual, Media, and Performing Arts
2. Applicant Name(s): Helen Richardson
3. Primary Contact for Request(s): Helen Richardson (HelenR@brooklyn.cuny.edu)

4. Request 1 of 1

5. Area head approval: Helen E. Richardson, Director, PIMA,



signature

NOTE NEW PROCEDURE! All proposals MUST be approved and submitted by the appropriate executive area head:  
Student proposals by VP of Student Affairs Morales. Faculty proposals by the appropriate Dean of School.  
Administrative proposals by AVP Mark Gold. Library proposals by the Chief Librarian Stephanie Walker

6. Description of proposed expenditure/project:

We seek to accommodate a growing need for video projectors and quality image capture devices.

Video: We seek to add a short throw projector for versatile display from both medium and short distances and a high power projector suitable for long distance projecting which is especially crucial for projection mapping application.

Video Component: With a growing demand for use of multi projector setups we seek to add two triple head adapters, which allow for up to three projectors to be run from a single computer.

Camera: We seek to add a DSLR camera capable of high quality still image capture and motion video recording especially in low light situations.

7. Estimated total cost: (ITS can assist with general technology cost estimates):

Total \$6263

|   |                         |
|---|-------------------------|
| One (1) Canon EOS 5D Mark III Camera Kit with 105mm lens        | \$3,899.                |
| One (1) BenQ MW820ST Short Throw Projector                      | \$849.                  |
| One (1) BenQ MX722 Projector (High Power)                       | \$929.                  |
| Two (2) Matrox TripleHead2Go External Graphics Expansion Module | \$293 each \$586 total. |

8. Are any of the items in your proposal available from only one source? If so, please attach a sole source attestation letter from the vendor(s) and also one from your department/office, as required by Purchasing.
9. How many students will be served each term through the funding of this project? The 32 students in the PIMA M.F.A., plus students from outside the program taking PIMA courses; perhaps an additional 10 per semester; a total of 50 students +/- per year.
10. If funding is requested for a lab, other public access technology facility, or other physical facility: n/a

- a. How many hours per week the lab will be open?
- b. Who will supervise the facility and how will that be funded ongoing? (STF will not fund staffing)
- c. What space will be used to host the facility and who has authorized its use?
- d. Will any renovations or furnishings be required to support the technology requested? If so, how will these be funded? (STF will not fund renovations or most furnishings)

11. What are the objectives of this project? How will student outcomes be assessed?

Objectives:

The objectives of this STF request are to:

Upgrade and expand components of the PIMA M.F.A.'s performance equipment. The PIMA M.F.A. produces more off-campus events than any other program, department, or entity at the college, and the demand for projectors and multi-projection capability is ever growing.

2) Provide additional technologies to expand student work and professional preparation, such as allowing for multi projection setups and providing high quality still image and motion video recording in low light situations.

Outcomes:

PIMA has a detailed outcomes assessment framework (it was the first program with fully-implemented OA at the College), and specific requirements of student work are clearly articulated course-by-course.

Students in the PIMA courses present their performance works primarily in off-campus venues, including such well known venues as St. Mark's Church, Galapagos, the Clemente Soto Velez Cultural Center, and the Bushwick Starr, as well as many lesser-known venues throughout New York City. In the first semester course PIMA 7010 Performances are presented in the New Workshop Theater in Whitman Hall in December.

Students' learning is evaluated through these presentations: In addition to the artistic merit of their productions, they are assessed in the areas of:

- Technical and logistical planning for technology-rich performances, including equipment "pick lists," technical diagrams, division of personnel responsibilities, and research into the capabilities and limitations of each venue.
- Safe and careful transportation, setup, use, and breakdown of equipment, from the storeroom/lab, through system setup and testing, packing, transport, load-in, set-up, on-site testing and rehearsal, performance, strike, load-out, and return transport, and storage/re-setting of labs.
- Development of technological contingency plans to allow for failure of system components, unexpected conditions in a venue, and inevitable uncertainties caused by field technical setups.
- Abilities developed through practical production work to "think on their feet" with regard to quick changes in software and/or hardware configurations necessitated by last minute changes and/or unexpected situations in the field.

12. How will this request have a direct impact on student learning or student life?

The result of successful acquisition of this equipment will have a direct twofold impact on student learning.

The primary impact will be ease the difficulty in fulfilling class assignments due to lack of basic video projection equipment, by providing two additional projectors for student use.

The secondary impact will be to give students additional access to multi-projection technology previously available in a limited fashion and also provide access to a versatile, high quality camera that is suitable for a wide variety of applications.

## Software Request Form (revised 10/2013)

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Please submit the completed form electronically to [STFREQUST@brooklyn.cuny.edu](mailto:STFREQUST@brooklyn.cuny.edu).

For questions, contact Anil Lilly of ITS at x5861

Deadline: November 27, 2013.

Please note that this form is required only for a proposal/request to purchase software that will be used for instructional purposes – not for research or personal use by faculty or staff. A committee of faculty and public lab managers reviews these requests to gauge:

- The true campus cost both initially and ongoing, and whether that cost is justified by the proposed use within a limited budget for software licensing.
- Whether the proposed functionality is available in other existing campus software tools
- Whether the products are technically compatible with college systems and infrastructure

1. Department/Office Name: Psychology

2. Applicant Name(s): Jennifer Drake

3. Primary Contact for Request(s): Jennifer Drake, [jdrake@brooklyn.cuny.edu](mailto:jdrake@brooklyn.cuny.edu)

4. Has this proposal been approved by the appropriate Dean, Chair or Area Head? Yes

*N. Peann's  
11/25/13*

5. Description of proposed expenditure/project:

I am requesting funds for 120 response cards (Clickers) and 1 response card receiver. Clickers are an interactive polling software that I would incorporate into my PowerPoint lectures for Psychological Statistics. During the lecture, I would pose a question to the students and have them respond using their response card keypads. This technology is especially useful for courses with a large number of students. In large lectures, it is difficult to receive feedback from the entire class through discussion. Clickers allow for immediate feedback from the entire class. Clickers will engage students in the course content and ensure all students comprehend the material.

6. Estimated total cost: \$3,939.00 (see attached quote)

7. Would you like to: Retire software? Introduce new software? Upgrade existing software?

Retire \_\_\_\_\_ Introduce  X  Upgrade \_\_\_\_\_

8. Will faculty need training on the new software?  
No training is required.

9. Will software be used for specific courses? Which courses?

The software will be used in Psychological Statistics (PSYC 3400) and may also be used in other large classes in the Psychology Department including (but not limited to) Intro to Psychology (PSYC 1000) and Abnormal Psychology (PSYC 2810).

10. How many sections will be offered?

- Psychological Statistics consists of 3-hours of lecture accompanied by lab sections, each week. There are approximately 460 students registered in Statistics each semester and at least two large sections of 120

students are offered to accommodate the demand for this required class. Large sections are also offered in PSYC 1000 and PSYC 2810 every semester.

11. How many students will be using the software each term?

Each semester it can be anticipated that at least 240 or more students will use the software on a weekly basis. The demand is likely to be higher and this is a conservative estimate.

12. Does the college have a similar software tool already? If so, why is this new tool needed?

Clickers are also used in Experimental Psychology (PSYC 3450W) and were funded by STF two years ago. There are now several large lecture sections of Experimental Psychology, also, in which clickers are used and because of scheduling and the numbers of students served, it is not practical to rely on a single set of 120. Registrations in Statistics and Experimental Psychology combined are close to 700 students each semester, an increase of more than 49% compared to when the earlier request was submitted. Therefore, the psychology department (in particular our students) would greatly benefit from another set of clickers

13. How will the new software effectiveness be assessed?

This software is an innovative way to assess students' learning on specific content area. For every question, the percentage of students responding correctly is listed on the PowerPoint slide as well as the correct answer. This provides me with instant feedback on students' level of comprehension allowing me to adjust the lecture appropriately based on this feedback. It also provides the students feedback on areas they may be struggling with and always them to be active participants in the learning process.

## Student Technology Fee Proposal Form (revised 10/2013)

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**Submit the completed form electronically to [STFREQUST@brooklyn.cuny.edu](mailto:STFREQUST@brooklyn.cuny.edu)**  
**Contact Anil Lilly of ITS with any questions – x5861**  
**Deadline: November 27, 2013. Late submissions will not be considered.**

1. Department/Office Name: PSYCHOLOGY
2. Applicant Name(s): MEL PIPE
3. Primary Contact for Request(s): MEL PIPE
4. Request   1   of   4
5. Area head approval: \_\_\_\_\_

signature

NOTE NEW PROCEDURE! All proposals MUST be approved and submitted by the appropriate executive area head:  
Student proposals by VP of Student Affairs Morales. Faculty proposals by the appropriate Dean of School.  
Administrative proposals by AVP Mark Gold. Library proposals by the Chief Librarian Stephanie Walker

6. Description of proposed expenditure/project:

FUNDS ARE REQUESTED TO COMPLETE THE UPGRADE OF THE PSYCHOLOGY DEPARTMENT STATISTICS LABS WHICH WAS SCHEDULED TO BE COMPLETED IN SUMMER 2012. SPECIFICALLY, THE COMPUTER LAB IN 4607J WAS RE-CONFIGURED AND UPGRADED TO ACCOMMODATE 48 STUDENTS. DISPLAY SCREENS ON EACH SIDE OF THE ROOM, MID-WAY, WERE INCLUDED AS PART OF THE ORIGINAL DESIGN IN ORDER THAT STUDENTS AT THE BACK OF THE CLASSROOM COULD SEE WHAT WAS BEING PROJECTED (E.G., USING POWERPOINT), BUT HAVE YET TO BE PURCHASED AND INSTALLED. SIMILARLY A SMART PODIUM WITH AUDIO/MICROPHONE FACILITIES WAS INTENDED IN THE ORIGINAL DESIGN, AND HAS YET TO BE PURCHASED AND INSTALLED. THESE ARE ESSENTIAL COMPONENTS OF THE UPGRADE .

7. Estimated total cost: (ITS can assist with general technology cost estimates):

|  |                               |
|--|-------------------------------|
| TWO DISPLAY SCREENS AND INSTALLATION, APPROX \$1500 EACH | \$3000                        |
| SMART PODIUM (AS FOR SMART CLASSROOM)                    | \$PRICE TO BE SUPPLIED BY ITS |

8. Are any of the items in your proposal available from only one source? If so, please attach a sole source attestation letter from the vendor(s) and also one from your department/office, as required by Purchasing.
9. How many students will be served each term through the funding of this project?

APPROXIMATELY 400 STUDENTS PER SEMESTER RECEIVE INSTRUCTION (LECTURES AND/OR LABS) IN THIS COMPUTER LAB

10. If funding is requested for a lab, other public access technology facility, or other physical facility:
  - a. How many hours per week the lab will be open?

IT IS IN USE FROM APPROXIMATELY 9 a.m. – 10 p.m. MONDAY – THURSDAY; WHEN THERE ARE NOT SCHEDULED CLASSES, THERE ARE OPEN LABS (APPROX 12 HOURS/WEEK).

b. Who will supervise the facility and how will that be funded ongoing? (STF will not fund staffing)  
PSYCHOLOGY DEPARTMENT

c. What space will be used to host the facility and who has authorized its use?  
4607J IS THE PSYCHOLOGY DEPARTMENT STATISTICS LAB AND IS USED FOR PSYCHOLOGY DEPARTMENT STATISTICS LABS

d. Will any renovations or furnishings be required to support the technology requested? If so, how will these be funded? (STF will not fund renovations or most furnishings)  
THESE HAVE BEEN COMPLETED AS PART OF THE ORIGINAL RENOVATION

11. What are the objectives of this project? How will student outcomes be assessed?  
TO PROVIDE AN ADEQUATE TEACHING FACILITY FOR A REQUIRED COMPONENT OF THE MAJOR IN PSYCHOLOGY, ONE THAT STUDENTS FIND PARTICULARLY CHALLENGING. OUTCOMES ASSESSMENT IN QUANTITATIVE REASONING IS PART OF OUR LARGER OUTCOMES ASSESSMENT PLAN

12. How will this request have a direct impact on student learning or student life?  
IT WILL PROVIDE A SIGNIFICANT IMPROVEMENT IN THE TEACHING/LEARNING ENVIRONMENT FOR A LARGE NUMBER OF STUDENTS. AT PRESENT, APPROXIMATELY HALF OF THE CLASS STRUGGLES TO SEE WHAT IS BEING PROJECTED ONTO THE SCREEN AT THE FRONT OF THE CLASSROOM, AND STRUGGLE TO HEAR WHAT IS BEING SAID BECAUSE OF THE AMBIENT NOISE IN THE ROOM, RELATING TO THE EQUIPMENT. OUR STUDENTS FIND STATISTICS CLASSES CHALLENGING, AND THE REMOVAL OF THESE IMPEDIMENTS TO COURSE DELIVERY WILL HAVE A VERY POSITIVE IMPACT.

## Student Technology Fee Proposal Form (revised 10/2013)

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**Contact Anil Lilly of ITS with any questions – x5861**

**Deadline: November 27, 2013. Late submissions will not be considered.**

1. Department/Office Name: PSYCHOLOGY

2. Applicant Name(s): MEL PIPE

3. Primary Contact for Request(s): MEL PIPE

4. Request   3   of   4  

5. Area head approval: \_\_\_\_\_  
signature

NOTE NEW PROCEDURE! All proposals MUST be approved and submitted by the appropriate executive area head:  
Student proposals by VP of Student Affairs Morales. Faculty proposals by the appropriate Dean of School.  
Administrative proposals by AVP Mark Gold. Library proposals by the Chief Librarian Stephanie Walker

6. Description of proposed expenditure/project:

FUNDS ARE REQUESTED TO PROVIDE A PROJECTOR, AUDIO, AND COMPUTER FACILITIES IN ROOM 5109J, A SEMINAR ROOM. MANY MASTERS' LEVEL CLASSES ARE TAUGHT IN THIS ROOM, AS ARE SEMINARS FOR OUR UNDERGRADUATE RESEARCH STUDENTS. THIS ROOM IS TOO SMALL FOR A SMART ROOM UPGRADE AND ACCOMMODATES UP TO 15 STUDENTS COMFORTABLY.

7. Estimated total cost: (ITS can assist with general technology cost estimates):

|                    |        |
|--------------------|--------|
| PROJECTOR MOUNT    | \$1000 |
| LAPTOP COMPUTER    | \$1000 |
| WALL PLATE         | \$100  |
| SPEAKERS (2 PAIRS) | \$250  |

8. Are any of the items in your proposal available from only one source? If so, please attach a sole source attestation letter from the vendor(s) and also one from your department/office, as required by Purchasing.

9. How many students will be served each term through the funding of this project?

THIS SEMINAR ROOM IS USED FOR SMALL CLASS/GROUP TEACHING FOR MASTER'S LEVEL COURSES AND FOR STUDENT RESEARCH SEMINARS AND PROFESSIONAL DEVELOPMENT SEMINARS. AN ESTIMATED 200 STUDENTS WOULD BENEFIT PER SEMESTER.

10. If funding is requested for a lab, other public access technology facility, or other physical facility:

a. How many hours per week the lab will be open?

N/A

b. Who will supervise the facility and how will that be funded ongoing? (STF will not fund staffing)

c. What space will be used to host the facility and who has authorized its use?

5109J, PSYCHOLOGY DEPARTMENT SPACE

d. Will any renovations or furnishings be required to support the technology requested? If so, how will these be funded? (STF will not fund renovations or most furnishings)

NO

11. What are the objectives of this project? How will student outcomes be assessed?

TO PROVIDE ADEQUATE TECHNOLOGY FOR TEACHING AT BOTH THE MASTERS AND UNDERGRADUATE LEVEL. AT PRESENT, TO USE POWERPOINT, SHOW A VIDEO CLIP, AND SO ON, IT IS NECESSARY TO BRING A CART INTO THE ROOM. THE ROOM IS SMALL AND ALREADY CRAMPED AND SMART CARTS REALLY BELONG IN THE LAST CENTURY (WELL, NEARLY)!

12. How will this request have a direct impact on student learning or student life?

IT WILL PROVIDE A SIGNIFICANT IMPROVEMENT IN THE TEACHING/LEARNING ENVIRONMENT FOR MASTERS LEVEL AND UNDERGRADUATE RESEARCH STUDENTS. CURRENT CONDITIONS ARE REALLY QUITE INADEQUATE.



## Student Technology Fee Proposal Form (revised 10/2013)

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Longer requests or smaller point type will not be considered.

**Please read the accompanying guidelines and instructions carefully before making your proposal.**  
**Submit the completed form electronically to [STFREQUST@brooklyn.cuny.edu](mailto:STFREQUST@brooklyn.cuny.edu)**  
**Contact Anil Lilly of ITS with any questions – x5861**  
**Deadline: November 27, 2013. Late submissions will not be considered.**

1. Department/Office Name: PSYCHOLOGY
2. Applicant Name(s): MEL PIPE
3. Primary Contact for Request(s): MEL PIPE
4. Request   4   of   4
5. Area head approval: \_\_\_\_\_

signature

NOTE NEW PROCEDURE! All proposals MUST be approved and submitted by the appropriate executive area head:  
Student proposals by VP of Student Affairs Morales. Faculty proposals by the appropriate Dean of School.  
Administrative proposals by AVP Mark Gold. Library proposals by the Chief Librarian Stephanie Walker

6. Description of proposed expenditure/project:

FUNDS ARE REQUESTED TO PROVIDE A PROJECTOR, AUDIO, AND COMPUTER FACILITIES IN ROOM 5117J, A SEMINAR AND MULTI-FUNCTION ROOM. THIS ROOM IS USED FOR REGULAR RESEARCH SEMINARS ATTENDED BY BOTH GRADUATE AND UNDERGRADUATE STUDENTS, FOR WORKSHOPS (E.G., PREPARING STUDENTS FOR GRADUATE SCHOOL APPLICATIONS), FOR PSYCHOLOGY DEPARTMENT INFORMATION SESSIONS ON OUR MASTERS PROGRAMS, FOR THE REU (RESEARCH EXPERIENCE FOR UNDERGRADUATES, FUNDED BY NSF) PROGRAM, FOR AWARDING OF PRIZES TO OUR STUDENTS, TO NAME BUT A FEW OF THE USES TO WHICH IT IS PUT. WE CURRENTLY HAVE A SMART BOARD, BUT THIS IS NOT ADQUATELY MEETING THE NEED TO BE ABLE TO PROJECT INFORMATION (POWERPOINT, SLIDES) SO AS TO BE VISIBLE TO THE ENTIRE ROOM. A SMART ROOM UPGRADE IS NOT APPROPRIATE (AND THE EXPENSE NOT JUSTIFIED) GIVEN THE MULTIPLE USES OF THE ROOM AND THE SOLUTION, ABOVE, SHOULD MEET THE TECHNOLOGY NEEDS OF THE MANY PURPOSES FOR WHICH IT IS USED.

7. Estimated total cost: (ITS can assist with general technology cost estimates):

|                    |        |
|--------------------|--------|
| PROJECTOR MOUNT    | \$1000 |
| LAPTOP COMPUTER    | \$1000 |
| WALL PLATE         | \$100  |
| SPEAKERS (2 PAIRS) | \$600  |

8. Are any of the items in your proposal available from only one source? If so, please attach a sole source attestation letter from the vendor(s) and also one from your department/office, as required by Purchasing.
9. How many students will be served each term through the funding of this project?

A CONSERVATIVE ESTIMATE WOULD BE 400

10. If funding is requested for a lab, other public access technology facility, or other physical facility:

a. How many hours per week the lab will be open?

N/A

b. Who will supervise the facility and how will that be funded ongoing? (STF will not fund staffing)

c. What space will be used to host the facility and who has authorized its use?

5117J, PSYCHOLOGY DEPARTMENT SPACE

d. Will any renovations or furnishings be required to support the technology requested? If so, how will these be funded? (STF will not fund renovations or most furnishings)

NO

11. What are the objectives of this project? How will student outcomes be assessed?

TO PROVIDE ADEQUATE TECHNOLOGY FOR THE MULTIPLE WORKSHOPS, SEMINARS, OPEN-HOUSES AND INFORMATION SESSIONS THAT TAKE PLACE AS DESCRIBED ABOVE

How will this request have a direct impact on student learning or student life?

SIMPLY, FOR A VARIETY OF FUNCTIONS, THIS INEXPENSIVE UPGRADE WILL GREATLY IMPROVE THE STUDENT EXPERIENCE

## Student Technology Fee Proposal Form (revised 10/2013)

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Contact Anil Lilly of ITS with any questions – x5861

Deadline: November 27, 2013. Late submissions will not be considered.

1. Department/Office Name: Sociology
2. Applicant Name(s): Emily Molina
3. Primary Contact for Request(s): Carolina Bank Munoz
4. Request 1 of 1
5. Area head approval: Matthew E Moore

signature

NOTE NEW PROCEDURE! All proposals MUST be approved and submitted by the appropriate executive area head:  
Student proposals by VP of Student Affairs Morales. Faculty proposals by the appropriate Dean of School.  
Administrative proposals by AVP Mark Gold. Library proposals by the Chief Librarian Stephanie Walker

### 6. Description of proposed expenditure/project:

Sociology students would benefit tremendously from access to a large-scale printer in our department's new multimedia lab. Our new lab opened last academic year and is equipped with a wide array of software for qualitative and quantitative social data analysis, including GIS (Geographic Information Systems.) A printer with large-scale capabilities would help students complete professional-grade course presentations, academic poster presentations at conferences, and GIS maps for data analysis and presentation. Acquiring the printer would complete Phase Two of our multimedia lab development.

Currently, at least three faculty require professional presentations with posters as part of course projects, affecting about 60 students per year. Several other faculty have communicated that they would require formal professional presentations as part of their curriculum if students had access to the equipment necessary to produce them. Skills to produce professional presentations are extraordinarily marketable for students seeking employment post-graduation and essential for students' future academic trajectories.

In addition, three of our faculty coordinate student production of academic posters for the Eastern Sociological Society meetings every year. Approximately 5-10 students present their original research each year at this and other conferences. A printer would allow us to support the development of those presentations in-house, supervised by faculty.

Finally, two of our faculty use social mapping (GIS) in course curriculum. Our courses, which enroll about 40 students per year, teach students to locate and analyze sociospatial data from the US Census, American Community Survey, and student-collected data. However, our instruction has been very limited to online maps given that we have no access to a proper GIS printer. Given both the Sociology department's and the College's attention to issues especially pertinent to Brooklyn, social geography is a particularly crucial area of teaching. GIS skills—including design and printing—are also very marketable for students on the job market and entering graduate school.

7. Estimated total cost: (ITS can assist with general technology cost estimates):  
\$6,928.87-\$8,017.29

8. Are any of the items in your proposal available from only one source? If so, please attach a sole source attestation letter from the vendor(s) and also one from your department/office, as required by Purchasing.
- Printer is available only from two sources.

9. How many students will be served each term through the funding of this project?

Approximately 100-110

10. If funding is requested for a lab, other public access technology facility, or other physical facility:

- How many hours per week the lab will be open?
- Who will supervise the facility and how will that be funded ongoing? (STF will not fund staffing)
- What space will be used to host the facility and who has authorized its use?
- Will any renovations or furnishings be required to support the technology requested? If so, how will these be funded? (STF will not fund renovations or most furnishings)

11. What are the objectives of this project? How will student outcomes be assessed?

- Provide students with the skills and training to produce professional-grade poster presentations (assessed by course grades)
- Provide students with equipment to produce academic poster presentations (assessed by faculty committee and reception at professional conferences)
- Train students in GIS analysis and design (assessed by course grades)

12. How will this request have a direct impact on student learning or student life?

It will provide the necessary equipment to give students crucial skills in professional presentations for use on the job market or within academic settings.

## IMPORTANT GUIDELINES AND INSTRUCTIONS

### **Examples of acceptable uses of STF funds:**

- Acquiring or upgrading student accessible computers
- Implementing or upgrading student-serving computer labs
- Acquiring or developing new tools to improve student services
- Acquiring equipment or software to support faculty development of new or improved courseware
- Acquiring or upgrading instructional software
- Upgrading instructional spaces to support technology-assisted learning
- Computer furniture and network/phone cabling
- Acquiring technology tools to support college-sponsored student activities
- Requests for multiple years of funding will be entertained, but are less likely to be approved.

### **Examples of unacceptable uses of STF funds:**

- Supplies, other than an initial small starter supply for a new piece of equipment
- Construction or other infrastructure needs, such as HVAC, electrical work, painting, window shades etc.
- Salaries or stipends - neither P/T nor F/T - for lab-tech, lab-support, or other implementation or support needs.
- Equipment or software for faculty research or private faculty use
- Requests to utilize STF funds to replace or subsidize standard budgeted expenditures for college operations.

### **Funding and Procurement:**

- Proposals approved for funding still need to go through the standard CUNY procurement process, which can be time consuming and require adherence to many arcane regulations. This requires your cooperation now and during the procurement process in the following year. Approved proposals that cannot be successfully procured by January of the spending year are subject to forfeiture and the funds allocated to other queued proposals.
- The STF committee reviews each proposal in early Spring and assigns one of the following determinations to each: Approved in whole or in part, Declined, Held in queue for possible funding later in the year. The decision will be communicated in writing to each submitter, typically within one month after the STF decisions are made.
- Proposals submitted now will be executed and funded in the next fiscal year. Those funds do not typically start arriving until Fall of that year, and are collected throughout the year (Fall and Spring). While every effort will be made to initiate purchases as quickly as possible, most purchases will not be completed in time for the Fall term, and some may have to be deferred to Spring. Please keep this in mind when planning your Fall 2014 classes.
- CUNY requires that STF funds be expended in the year they are collected. Therefore if ITS or Collège Purchasing determines that a purchase is not practically attainable in the necessary timeframes, the allocations may be rescinded and the funds reallocated to other queued projects.
- Proposals are approved only for the items requested. Any subsequent cost savings return to the general STF fund for reallocation. Funding allocations are based on the proposal estimate and may not increase to cover any subsequent price increases.

## Preparing Your Proposal:

- Almost all activity on campus is somehow ultimately related to students. However, only proposals that provide fairly direct and immediate benefit to students will be considered.
- Proposals previously submitted, but not funded for any reason, do not automatically get considered in subsequent years. A new proposal must be submitted.
- Instructional software requests must be approved by the college's Software Coordination Committee, which verifies technical compatibility, and ensures that true campus-wide implementation costs are considered. The Software Request Form can be downloaded from: <http://www.brooklyn.cuny.edu/bctf/stfp/>
- If a proposal requires a new space on campus, it will not be considered unless the submitter FIRST obtains an appropriate location, approved by the administration for this use.
- STF allocations are based on the proposal's good-faith estimates, which should preferably be based on actual price quotes where possible.
- Proposals should include all related needs in one application. Do not submit multiple applications for smaller amounts of equipment that will serve the same purpose.
- Please be sure to include copies of any quotations, estimates, suggested vendors, and sole vendor letters that may be required to facilitate the procurement, if approved. Quotes must list the same exactly matching items only, with no additional items. All quotes must be tax exempt. NYS and CUNY procurement rules require the following:
  - If your order is under \$5,000, three vendor quotes are needed.
  - If your order is over \$5,000, five vendor quotes are needed.
  - Please make sure that all quotes include shipping to ITS, Library, 4<sup>th</sup> Flr, 2900 Bedford Avenue, Brooklyn, NY 11210. Large items or skids must be delivered with lift gate service and inside delivery. Make sure that your vendor quotes include these services in their pricing.
  - If your request includes items that can only be purchased through one vendor, sole source attestation letters from the vendor and your department/office are required. The department/office letter should include the following points on official department letterhead:
    - Provide background information.
    - Identify need for the purchase.
    - Demonstrate why competitive solicitation is not warranted.
    - How did you determine sole source was the best method?
    - Clarify how reasonable price and terms were determined.
    - Justify - why this vendor?
    - What happens if the College doesn't make this purchase (as a sole source)?

## Student Technology Fee Proposal Form (revised 10/2011)

Request may not exceed 3 single spaced pages of 11 point type.

Longer requests or smaller point type will not be considered.

Please submit the completed form electronically to Anil Lilly of ITS (Anil@brooklyn.cuny.edu x5861).  
Deadline: November 27, 2013. Late submissions will not be considered.

1. Department/Office Name: The Early Childhood Education and Art Education (ECAE) Department and Brooklyn College's Early Childhood Center Programs Lab School of the Brooklyn College Child Care Services, Inc
2. Applicant Name(s): Lorraine Mondesir, Associate Director; Jacqueline Shannon, Chair, ECAE
3. Primary Contact for Request(s): Lorraine Mondesir, [mondesir@brooklyn.cuny.edu](mailto:mondesir@brooklyn.cuny.edu);
4. Request \_\_\_\_\_ of audio/visual/recording equipment  
All faculty proposals MUST be approved by your Chairperson and Dean  
  
All student and student group proposals MUST be approved by VP of Student Affairs Morales or her designee. All administrative proposals MUST be approved by your administrative Area Head
5. Have these appropriate approvals been obtained? [ X ] YES [ ] NO (see attached)  
Dean Shanley supports this important project and sees the value for all our students in the ECAE department as well as a variety of other BC departments.
6. Description of proposed expenditure/project:  
The Early Childhood Center Programs (ECC) supports the education, training, development, and research efforts of all Brooklyn College students and faculty.  
  
The proposed project will allow the Early Childhood Center to replace a broken down high-tech audio/visual system that was installed in the ECC in 2004 to record infants and young children's development, interactions and teacher-child interactions. Unfortunately, the system broke four years ago and repeated attempts to repair it were unsuccessful and now there are many nonexistent parts to repair the equipment. We have 6 early childhood classrooms and would install 4 cameras in each classroom.  
  
The original video system served hundreds of Brooklyn College students from multiple departments and programs, including early childhood education, psychology, sociology, health sciences, physical education, speech & hearing as well as others. Students were able to unobtrusively observe children ages 4 months through 4 years in their classroom setting. Recordings of classroom activity, as well as following a particular child to study areas of development were possible. These recordings were also valuable tools for professors to use in class presentations. In addition, ECC student-parents were able to observe their children throughout their child's day. Permission to use the system to observe and study children for Brooklyn College educational purposes was always obtained before student-parents enroll their child in the ECC programs.
7. Estimated total cost: (ITS can assist with general technology cost estimates): **\$5,544.**

### 1) Zoom Q2HD Handy Video Recorder

- Good quality stereo microphone integrated into the camera which eliminates the need for an external mic; Supports USTREAM live streaming, captures full HD 1920 x 1080p, Light selection option & 4x digital zoom. 24 video recorders (\$199.00 each): **\$4,800.**

2) **Tripod:** Joby Gorillapod Flexible Mini-Tripod/Grip for Point & Shoot Cameras: This flexible tripod allows us to place cameras on the ceiling allowing students and parents to observe children in an unobtrusive manner. 24 tripod (\$31 each): **\$744**

8. Are any of the items in your proposal available from only one source? Not yet identified. If so, please attach a sole source attestation letter from the vendor(s) and also one from your department/office, as required by Purchasing.
9. How many students will be served each term through the funding of this project?  
A minimum of over 1000 Brooklyn College students would be benefit from this project each year. All 750 early childhood education students in our program (630 undergraduate and 120 graduate students) and 40 graduate Art Education students; childhood education students from CBSE taking the “*Art Across the Curriculum*”, Foundation and Child Development courses (200 students per semester) will benefit from access the 6 Early Childhood classrooms. ALL current and future ECE undergraduate and graduate students will be required to observe infants and toddlers attending the Early Childhood center. Once these cameras are installed, it would allow a larger number of students from a variety of BC departments to observe young children in the ECC for their courses (E.g., psychology, kinesiology, speech and language).

Finally, the 80 Brooklyn College student-parents whose children attend the ECC will be able to use the booths to observe their children once the video cameras are placed in the classrooms.

10. If funding is requested for a lab, other public access technology facility, or other physical facility:  
a. How many hours per week the lab will be open? The area for viewing can be available during operational hours as follows:

Fall & Spring semesters: M-Th, 8:00 am – 8:00 pm & F 8:00 am – 3:00 pm

Summer I semester: M -Th, 8:00 am – 4:00 pm

- b. Who will supervise the facility and how will that be funded ongoing? (STF will not fund staffing).

The ECC Directors and other office management are available during operational hours.

- c. What space will be used to host the facility and who has authorized its use?

The existing Observation Booth, the Family Learning Center and Director’s offices will all have monitors will some modified access on the Family Learning Center and Observation Booth.

- d. Will any renovations or furnishings be required to support the technology requested? If so, how will these be funded? (STF will not fund renovations or most furnishings)

No furnishing or renovations are anticipated. Assistance with placing the tripods on the ceilings and linking the camera to a computer and/or TV monitor will be needed.

11. What are the objectives of this project?  
The objectives include the following:



- Brooklyn College students will have audio/visual access to early childhood classrooms to enhance and support related academic studies and teacher practice skills and knowledge related to all aspects of child development, curricula planning, pedagogy in practice, room arrangement and other related knowledge through observation
- Brooklyn College faculty will have audio/visual access to early childhood classrooms as well as the ability to record scenes of actual teacher practice and child observations to be used in classroom instruction. This will enhance and support related academic studies and teacher practice skills and knowledge related to all aspects of child development, curricula planning, pedagogy in practice, room arrangement and other related knowledge through observation

How will student outcomes be assessed?

- Utilization records will be maintained
- Semi-annual surveys through Survey Monkey will assess the perceived benefits of access

In addition, the system will serve to assure an additional layer of security to the children of

Brooklyn College students beyond the Office of Security services already in place. Student-

parents will have audio/visual access to their child's classroom while their child is in attendance

12. How will this request have a direct impact on student learning or student life?

Undergraduate and Graduate students at Brooklyn College from a variety of disciplines and departments (e.g., early childhood education, art education, psychology, speech and language) will be able to closely observe infants, toddlers and young children ages 4 months through 4 years in their classroom setting. Live observations and recordings of actual early childhood classroom activity, interventions, as well as close observations and assessments of children's development across all domains (motor, language, speech, peer-social interactions, etc.), will allow students to connect research and theory with their direct practice and observations for multiple courses.

Further, the ability for student-parents to monitor and observe their young children throughout the day offers crucial peace of mind that will allow them to concentrate better on their studies. Retention and graduation are often dependent on improved grades.

## Student Technology Fee Proposal Form (revised 10/2013)

Request may not exceed 3 single spaced pages of 11 point type.

Longer requests or smaller point type will not be considered.

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**Please read the accompanying guidelines and instructions carefully before making your proposal.**

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**Submit the completed form electronically to [STFREQUEST@brooklyn.cuny.edu](mailto:STFREQUEST@brooklyn.cuny.edu)**

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**Contact Anil Lilly of ITS with any questions – x5861**

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**Deadline: November 27, 2013. Late submissions will not be considered.**

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1. Department/Office Name: Secondary Education
2. Applicant Name(s): Laurie Rubel, Associate Professor, Secondary Education Department
3. Primary Contact for Request(s): Laurie Rubel
4. Request 1 of 1
5. Area head approval: \_\_\_\_\_

signature

NOTE NEW PROCEDURE! All proposals MUST be approved and submitted by the appropriate executive area head:  
Student proposals by VP of Student Affairs Morales. Faculty proposals by the appropriate Dean of School.  
Administrative proposals by AVP Mark Gold. Library proposals by the Chief Librarian Stephanie Walker

6. Description of proposed expenditure/project:

The Department of Secondary Education prepared undergraduates and graduate students to become middle and high school teachers. As part of their preparation to become teachers, our students must apply for certification from New York State. The New York State process now includes a required teaching portfolio, known as the edTPA. As part of this portfolio to become certified by New York State, all teacher candidates, namely our students, must submit a video file that depicts their teaching in a grades 7-12 classroom.

These video files will be 45 minute to 60 minutes long, requiring a camera with sufficient memory space to store such large files.

It is imperative that the Department of Secondary Education have a critical supply of video cameras so that students can create video files and complete their edTPA portfolios. We are requesting funds to procure 40 kits to be shared across approximately 373 undergraduate and 772 graduate students each year.

7. Estimated total cost: (ITS can assist with general technology cost estimates):

**Camcorder** : 16GB flash memory camcorder, like the Sony 16GB DCR-SX85, listed at \$140 at B&H Video (see enclosed vendor information)

Carrying case plus tripod: \$12 plus \$25, or \$37

Total: \$140 plus \$37, or \$177 per unit

\$177 x 40 = \$7080 (see vendor quotes at the end of the application)

8. Are any of the items in your proposal available from only one source? If so, please attach a sole source attestation letter from the vendor(s) and also one from your department/office, as required by Purchasing.

Not applicable.

9. How many students will be served each term through the funding of this project?

~1,145 students (73 undergrad students and 772 graduate students are registered in SEED) will be served by this proposal. More specifically, we have about 100 student teachers each year who will use this equipment as part of their required coursework. Given this technology, we would be able to use video technology in courses prior to student teaching as well.

10. If funding is requested for a lab, other public access technology facility, or other physical facility:

- a. How many hours per week the lab will be open?
- b. Who will supervise the facility and how will that be funded ongoing? (STF will not fund staffing)
- c. What space will be used to host the facility and who has authorized its use?
- d. Will any renovations or furnishings be required to support the technology requested? If so, how will these be funded? (STF will not fund renovations or most furnishings)

11. What are the objectives of this project? How will student outcomes be assessed?

Each student teaching seminar course, courses that prepare mathematics, science, social studies and English teachers, will be assigned a number of loaner kits, in proportion to the size of the class and the needs of the students. These loaner kits will be distributed among the students as part of the student teacher seminar course so that every student can capture high quality video and audio of their teaching work in their student teaching classroom.

These videos will be used by the student as a subject of analysis so that they can pinpoint the strengths and weaknesses of their classroom work with youth. These videos will also be used by course instructors

to strengthen the connection between the students' seminar work at the College and fieldwork in the local school. Finally, these videos will be used by the students as part of their edTPA portfolio, which is now a required component of teacher certification in New York State.

12. How will this request have a direct impact on student learning or student life?

Providing Secondary Education students an opportunity to observe and reflect upon their teaching performance will improve the quality of their teaching interactions and help them become more effective teachers. In addition, our students are required to submit video clips of their teaching to New York State as part of the new process for teacher certification. Having loaner camera kits will allow our students to be prepared for this certification process. Without these cameras, it is unclear how Brooklyn College students will be able to apply for certification to be teachers in New York State, unless they procure video technology on their own. It is unreasonable for Brooklyn College to expect this of the students and must provide them with video technology.

## Student Technology Fee Proposal Form (revised 10/2013)

Request may not exceed 3 single spaced pages of 11 point type.  
Longer requests or smaller point type will not be considered.

Please read the accompanying guidelines and instructions carefully before making your proposal.

Submit the completed form electronically to [STFREQUENT@brooklyn.cuny.edu](mailto:STFREQUENT@brooklyn.cuny.edu)

Contact Anil Lilly of ITS with any questions – x5861

Deadline: November 27, 2013. Late submissions will not be considered.

1. Department/Office Name: **Student Center**
2. Applicant Name(s): **Mitzu Adams**
3. Primary Contact for Request(s): **Mitzu Adams**

4. Request 2 of 2

5. Area head approval: \_\_\_\_\_

signature

NOTE NEW PROCEDURE! All proposals MUST be approved and submitted by the appropriate executive area head:  
Student proposals by VP of Student Affairs Morales. Faculty proposals by the appropriate Dean of School.  
Administrative proposals by AVP Mark Gold. Library proposals by the Chief Librarian Stephanie Walker

6. Description of proposed expenditure/project:

At present the Student Center has adapted to the usage of an RSVP system called Event Brite, Event Brite helps to track attendance to our over 419 student club meetings and events which have been scheduled for the fall 2013 semester- not counting events for spring 2014. Some events entail invited guests beyond Brooklyn College and CUNY community. Due to space limitations, major, large or special events can utilize the RSVP system which offers an important safety measure that can benefit Brooklyn College students. With 6 Ipad mini laptops, the Student Center will be able to serve the college community in a manner that is consistent with present technology. The ability to scan a RSVP ticket holder, the ability to garner real time survey information on all types of programs and events-not withstanding, the ability for students to utilize the mini laptops to gain information on where events are held and who is hosting is an invaluable tool needed sustain the Student Center in order to further serve our Brooklyn College community..

7. Estimated total cost: (ITS can assist with general technology cost estimates): **\$5,394.00**
8. Are any of the items in your proposal available from only one source? **NO** If so, please attach a sole source attestation letter from the vendor(s) and also one from your department/office, as required by Purchasing.
9. How many students will be served each term through the funding of this project? **Est. 2300**  
(As of fall 145, student clubs have been registered. Older Clubs petitioned at least 15 other students interested in their club in order to meet the required registration procedures. New clubs must obtain 25 students members. Thus, 145 clubs registered with at least 15-25 engaged- we are serving at the least 2300 students per semester.)

10. If funding is requested for a lab, other public access technology facility, or other physical facility: **N/A**

- a. How many hours per week the lab will be open?
- b. Who will supervise the facility and how will that be funded ongoing? (STF will not fund staffing)
- c. What space will be used to host the facility and who has authorized its use?
- d. Will any renovations or furnishings be required to support the technology requested? If so, how will these be funded? (STF will not fund renovations or most furnishings)

11. What are the objectives of this project? How will student outcomes be assessed?

**The objective of this project is to move a step closer toward providing state of the art services to the Brooklyn College student population supporting student club event management. Outcomes will be assessed by student surveys placed on the mini laptops themselves, statistics on their general usage for events and, effectiveness of survey information received.**

12. How will this request have a direct impact on student learning or student life?

**Co-curricular life within the area of Student Affairs is diverse and ever changing due to technology and growing areas of concern within Student Affairs at CUNY on a whole. The practice of planning events and being able to garner data that supports or builds for future events is a skill-set that is an important asset for one to have in the professional world. Student Affairs at Brooklyn College can help to hone the skill building techniques of event planning and management but does not have the resources to keep up with the ever growing field of technology. Being able to utilize technology while teaching real world event planning skills will allow students to graduate, well rounded and well-equipped for their academic and professional endeavors.**

## Student Technology Fee Proposal Form (revised 10/2013)

Request may not exceed 3 single spaced pages of 11 point type.  
Longer requests or smaller point type will not be considered.

Please read the accompanying guidelines and instructions carefully before making your proposal.  
Submit the completed form electronically to [STFREQUENT@brooklyn.cuny.edu](mailto:STFREQUENT@brooklyn.cuny.edu)  
Contact Anil Lilly of ITS with any questions – x5861  
Deadline: November 27, 2013. Late submissions will not be considered.

1. Department/Office Name: Theater
2. Applicant Name(s): Victor Marsh
3. Primary Contact for Request(s): Victor Marsh
4. Request   1   of   1

5. Area head approval: Victor Marsh  
signature

NOTE NEW PROCEDURE! All proposals MUST be approved and submitted by the appropriate executive area head:  
Student proposals by VP of Student Affairs Morales. Faculty proposals by the appropriate Dean of School.  
Administrative proposals by AVP Mark Gold. Library proposals by the Chief Librarian Stephanie Walker

6. Description of proposed expenditure/project:

The Department of Theater is requesting the purchase of a large format printer to be used in coursework in the department's class in stage design and theater technology. The printer is an HP Designjet Z3200ps 44in- Photo Printer, and a quote prepared for Brooklyn College's Department of Theater is attached to this request. (By accompanying PDF file.)

7. Estimated total cost: (ITS can assist with general technology cost estimates):

6457.00 This includes: the printer, stand, connecting cable, 1 set of replacement ink cartridges, and a 3 year extended warranty that was purchased with it.

8. Are any of the items in your proposal available from only one source? No

If so, please attach a sole source attestation letter from the vendor(s) and also one from your department/office, as required by Purchasing.

9. How many students will be served each term through the funding of this project?

This piece of technology will serve an annual enrollment of approximately 150 students detailed in the course listed below in question #11.

10. If funding is requested for a lab, other public access technology facility, or other physical facility:

- a. How many hours per week the lab will be open?

9:30am-6pm, Monday-Friday, when staff is present

- b. Who will supervise the facility and how will that be funded ongoing? (STF will not fund staffing)

SCLT Michael Hairston, SCLT Jeff Stiefel, and SCLT Andrew Riedemann oversee the use of the equipment. No additional expenditure will be needed to maintain this lab or this technology.

- c. What space will be used to host the facility and who has authorized its use?

The equipment will be used in the existing Theater Department's Technical Direction office, room 330D Whitman.

- d. Will any renovations or furnishings be required to support the technology requested? No

If so, how will these be funded? (STF will not fund renovations or most furnishings) No renovations or furnishings are needed.

11. What are the objectives of this project? How will student outcomes be assessed?

This printer will be used to facilitate the following classes:

THEA 7411X – Rendering Techniques for the stage designer  
THEA 7413X – Costume construction for the stage  
THEA 7422X – 2 Dimensional CADD (Computer Aided Design and Drafting)  
THEA 7423X – 3 Dimensional CADD and Rendering  
THEA 7415X – Stagecraft  
THEA 7431X – Scene Design  
THEA 7433X – Costume Design  
THEA 7435X – Lighting Design  
THEA 7432X – Advanced Scene Design  
THEA 7434X – Advanced Costume Design  
THEA 7436X – Advanced Lighting Design  
THEA 7442X – Theater Design and Planning  
THEA 7441X – Advanced Studies in Design  
THEA 7414X – Scene Painting  
THEA 7412X – Costume Rendering Techniques  
THEA 2310 – Stagecraft  
THEA 2320 – Costume Construction for the stage  
THEA 2311 – Prop Construction  
THEA 2313 – Scene Painting  
THEA 3331 – Scene Design  
THEA 3333 – Scene Design 2  
THEA 3341 – Lighting Design  
THEA 4704 – 2 Dimensional CADD  
THEA 4705 – 3 Dimensional CADD and Rendering

Additionally, this printer will be used to facilitate the printing of various items needed for the department productions including technical plans, diagrams, large panels used as scenic backdrops and floors, special treatment or effects for elements such as faux stained glass and scrim, repeating patterns such as wall papers, and computer-generated artwork. Students enrolled in the following Practicum and Laboratory classes will benefit from this type of use.

THEA 4701 – THEA 4706 – Laboratory  
THEA 7721X – THEA 7724X - Practicum



12. How will this request have a direct impact on student learning or student life?

By acquiring this piece of technology, students taking the above-mentioned courses will have an ability to use a tool that that is an essential industry standard in current practices of stage design and theater technology. Without this device, our students, who are preparing design and CADD projects on the computer, will not have the ability within our structure to output final documents that detail and complete the exercises assigned in the classroom. It is both onerously time consuming and costly for our students to have to go to an outside vendor to have their work outputted, as we are currently confined to doing.

## Student Technology Fee Proposal Form (revised 10/2013)

Request may not exceed 3 single spaced pages of 11 point type.

Longer requests or smaller point type will not be considered.

Please read the accompanying guidelines and instructions carefully before making your proposal.

Submit the completed form electronically to [STFREQUST@brooklyn.cuny.edu](mailto:STFREQUST@brooklyn.cuny.edu)

Contact Anil Lilly of ITS with any questions – x5861

Deadline: November 27, 2013. Late submissions will not be considered.

1. Department/Office Name: **Television and Radio**
2. Applicant Name(s): **Stuart MacLelland and Young Cheong**
3. Primary Contact for Request(s): **Young Cheong, cyoung@brooklyn.cuny.edu**
4. Request   1   of   1
5. Area head approval: \_\_\_\_\_ Dean Maria Conelli \_\_\_\_\_  
signature

NOTE NEW PROCEDURE! All proposals MUST be approved and submitted by the appropriate executive area head:

Student proposals by VP of Student Affairs Morales. Faculty proposals by the appropriate Dean of School.

Administrative proposals by AVP Mark Gold. Library proposals by the Chief Librarian Stephanie Walker

6. Description of proposed expenditure/project:

**We, here at the Department of Television and Radio, are requesting an upgrade of 8 Mac Pro editing workstations and replacement of 14 iMac workstations in our Multimedia Lab. Most of our lab computers have been heavily used and because of its flawed design, most of iMacs cannot connect to an slow external hard drive. This affects our students who expect to work off of his or her hard drive. We also need the technology to follow the currently High Definition video editing demands that we have implemented into our curriculum.**

Three year-old iMacs, in general, cannot readily meet the demands of broadcasting-quality HD video footage. In the past, we have only allowed access of our HD technology to our graduate students only. However, we are offering this technology to our undergraduate students as well. We currently have full HD curriculum added to production classes. For the purposes of editing, USB 2.0 on the current iMacs is too slow of a data rate for HD editing. The USB 3.0 and Thunderbolt 2 ports on the Mac Pros are much more suitable for handling HD footage. For example, many students opt to buy USB 3.0 portable hard drives and unfortunately only get the speed of USB 2.0 on the current iMacs. These Mac Pros are also "future-proofed" because they can support the newer 4K displays, along with current Thunderbolt displays. Thus, we need computers that will enable the department to keep with the demands of technology.

For the Current Mac Pros, the Department would need Solid Slate Hard Drives and updated graphic cards in order to fully utilize the power and speed of the Mac Pros. Mac Pros with an outdated graphic card or an old hard drive will not run at optimal efficiency and is very cumbersome to edit with.

7. Estimated total cost: (ITS can assist with general technology cost estimates): **Total: \$47,964**

**For New MacPro**

(x6) Apple 6- Core Mac Pro 3.5GHz (\$4000) :\$24,000

(x12) 27-inch Apple LED Cinema Display (\$999) : \$11,940

**For Current MacPro**

(x20) 750GB Samsung Solid Slate Internal Drive (\$480) : \$9,600

(x6) ATI 5880 Radeon Video card for Mac Pro(\$404) : \$2,424

8. Are any of the items in your proposal available from one source? If so, please attach a sole source attestation letter from the vendor(s) and also one from your department/office, as required by Purchasing.

**Apple has a special account with CUNY. Thus, this purchase can be made through this CUNY account. However, the Solid Slate Internal Drive can be purchased elsewhere like B & H.**

9. How many students will be served each term through the funding of this project?

**Most of our students, graduate and undergraduate level, roughly 400 students, will use this equipment throughout the year. This includes some of our future photojournalists in the broadcast journalism program. Moreover, we have a great working relationship with the journalism department and sometimes we share our resources. Thus, we hope to continue to extend our relationship by sharing various tools such as the Mac desktop computers with the Journalism Department.**

10. If funding is requested for a lab, other public access technology facility, or other physical facility:

- a. How many hours per week the lab will be open?

**50 hours a week – this is an open lab and a classroom, which is used by both graduate and undergraduate students and faculty members.**

- b. Who will supervise the facility and how will that be funded ongoing? (STF will not fund staffing)

**Full staff at our current department will oversee equipment.**

- c. What space will be used to host the facility and who has authorized its use?

**We have a multimedia lab in the room 307, Whitehead Hall, and it is the department who that is in charge of authorizing its usage.**

- d. Will any renovations or furnishings be required to support the technology requested? If so, how will these be funded? (STF will not fund renovations or most furnishings)

**No renovations or furnishings are required.**

11. What are the objectives of this project? How will student outcomes be assessed?

**The objective is to meet the demands of our graduate and undergraduate programs. Our program in the Department of TV and Radio has almost phased out old SD technology and implemented HD into our entire curriculum.**

**The outcomes and its impact would be immensely beneficial. Students' feedback would be instantaneous and faculty can share their HD project without struggling with technology, which frustrates many students. By upgrading technology, the curriculum of our faculty members would not be limited and they will have the teaching power to deal with broadcasting-quality HD video file.**

12. How will this request have a direct impact on student learning or student life?

**The Department of Television and Radio strives to prepare students for the job market. We want to simulate real-world job experience. Our curriculum includes multi-cam and editing classes. Including Mac Pro's in the curriculum would allow students to take advantage of HD technology, which is an essential tool in the field.**

## IMPORTANT GUIDELINES AND INSTRUCTIONS

### **Examples if acceptable uses of STF funds:**

- Acquiring or upgrading student accessible computers
- Implementing or upgrading student-serving computer labs
- Acquiring or developing new tools to improve student services
- Acquiring equipment or software to support faculty development of new or improved courseware
- Acquiring or upgrading instructional software
- Upgrading instructional spaces to support technology-assisted learning
- Computer furniture and network/phone cabling
- Acquiring technology tools to support college-sponsored student activities
- Requests for multiple years of funding will be entertained, but are less likely to be approved.

### **Examples of unacceptable uses of STF funds:**

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- Equipment or software for faculty research or private faculty use
- Requests to utilize STF funds to replace or subsidize standard budgeted expenditures for college operations.

### **Funding and Procurement:**

- Proposals approved for funding still need to go through the standard CUNY procurement process, which can be time consuming and require adherence to many arcane regulations. This requires your cooperation now and during the procurement process in the following year. Approved proposals that cannot be successfully procured by January of the spending year are subject to forfeiture and the funds allocated to other queued proposals.
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## Preparing Your Proposal:

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    - Provide background information.
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    - How did you determine sole source was the best method?
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## Software Request Form (revised 10/2013)

Request may not exceed 3 single spaced pages of 11-point type.  
Longer requests or smaller point type will not be considered.

Please submit the completed form electronically to [STFREQUST@brooklyn.cuny.edu](mailto:STFREQUST@brooklyn.cuny.edu).

For questions, contact Anil Lilly of ITS at x5861

Deadline: November 27, 2013.

Please note that this form is required only for a proposal/request to purchase software that will be used for instructional purposes – not for research or personal use by faculty or staff. A committee of faculty and public lab managers reviews these requests to gauge:

- The true campus cost both initially and ongoing, and whether that cost is justified by the proposed use within a limited budget for software licensing.
- Whether the proposed functionality is available in other existing campus software tools
- Whether the products are technically compatible with college systems and infrastructure
- Department/Office Name: **Television and Radio**
- Applicant Name(s): **Young Cheong**
- Primary Contact for Request(s): **Young Cheong, [cyoung@brooklyn.cuny.edu](mailto:cyoung@brooklyn.cuny.edu)**
- Has this proposal been approved by the appropriate Dean, Chair or Area Head? **Yes**
- Description of proposed expenditure/project:  
**BlackMagic Design DaVinci Reslove(for Color Correction)**  
Most of our classes will be heavily enhanced with the addition of this software. We have at least four undergraduate courses and our graduate students heavily rely on the software for various purposes. Moreover, the journalism branch from the English department also utilizes the journalism lab and hence, there are a lot of courses that rely on the lab and consequently the software we are requesting. Plus, the graduate students are continuously working to complete their thesis projects and thus depend on using the necessary software.
- Estimated total cost: **\$4400**  
**BlackMagic Design: DaVinci Resolve with Wave Panel Kit Software: \$2200 (per license) x 2**
- Would you like to: Retire software? Introduce new software? Upgrade existing software?  
Retire \_\_\_\_\_ Introduce   v   Upgrade \_\_\_\_\_
- Will faculty need training on the new software?  
**Our faculty will not need additional training for the software.**
- Will software be used for specific courses? Which courses? **TVR7781, TVR3841, TVR3871, TVR7782**
- How many sections will be offered? **6 sections per semester**  
**As for the classes themselves, we have at least four undergraduate courses that depend on this type of software, which also included our summer program SBNI. In addition, some classes from the English department are also being offered and depend on the software. Almost all of our graduate programs that deal with production also depend on the software and as I have mentioned before, the graduate students' thesis development overlaps from first-year to second-year graduate students.**

- How many students will be using the software each term? **Roughly speaking, about 200 students including MFAs from our program will use the software.**
- Does the college have a similar software tool already? If so, why is this new tool needed?  
**We at the department believe that this software would be used in conjunction with the software that we currently have in order to put the finishing touches on their video projects. (Final Cut Pro 7, and Final Cut Pro X and After Effects)**
- How will the new software effectiveness be assessed? **The software will be assessed in our multimedia lab by our faculty who will incorporate software for his/her classes.**

## Student Technology Fee Proposal Form (revised 10/2013)

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Contact Anil Lilly of ITS with any questions – x5861

Deadline: November 27, 2013. Late submissions will not be considered.

1. Department/Office Name: Department of Speech Communication Arts and Sciences
2. Applicant Name(s): Michele Emmer, Gail Gurland and Michael Bergen
3. Primary Contact for Request(s): Michael Bergen
4. Request 1 of 1

5. Area head approval: Matthew E Moore

signature

NOTE NEW PROCEDURE! All proposals MUST be approved and submitted by the appropriate executive area head:  
Student proposals by VP of Student Affairs Morales. Faculty proposals by the appropriate Dean of School.  
Administrative proposals by AVP Mark Gold. Library proposals by the Chief Librarian Stephanie Walker

6. Description of proposed expenditure/project:

This proposal is for equipment which will enhance clinical, classroom and laboratory education in the undergraduate and graduate curriculum in both speech-language pathology and audiology. The new technology will facilitate student participation in clinical laboratory and research activities. The requested items will allow students to obtain direct experience with new equipment, will help facilitate observation of clinical sessions, and will allow the program to better provide for undergraduate and graduate students to engage in activities for laboratory/research assignments and to fulfill learner outcomes and departmental assessment standards.

Undergraduate and graduate students regularly utilize the Speech Language Hearing Center's facilities by observation of and/or direct experience in clinical sessions. Students also make use of the existing technology in the Center via laboratory exercises and research assignments. Select existing pieces of equipment integral to clinical and educational function have become outdated, are of limited functionality, and in need of replacement. This request for an audiometer, an EMG, a pulse oximeter, sound-level meters, tablet applications, Manikin with coupler, clinical assessment tools, hard drive storage, video camera and recording equipment will help to expand the experiences and access to students of our programs.

7. Estimated total cost: (ITS can assist with general technology cost estimates): **\$42,977.39**

|   |             |
|---|-------------|
| GSI Audiostar audiometer  | \$10,500.00 |
| Prometheus Group Pathway MR-15 Surface EMG Biofeedback Machine # 030042 | \$1,080.00  |
| Pathway Electrodes(two pkg x 100) Item#: 022063 (\$120x2)               | \$240.00    |
| Nonin GO2 pulse oximeter  | \$120.00    |
| Extech 407730 40-to-130-Decibel Digital Sound Level Meter (2x\$74)      | \$148.00    |
| Parts Express Mini Digital SLM (2x\$30)                                 | \$60.00     |
| KEMAR Head and Torso with mic and coupler package                       | \$18,500.00 |
| Canon/Model: VIXIA HF M52 Full HD Camcorder with Basic Accessories Kit  | \$975.95    |
| Sony Digital Voice Recorder   | \$60.00     |
| Tripod Oben Model#: AC-1300   | \$89.95     |
| Four iPad 2 with cases – 16GB wifi                                      | \$1600.00   |
| Four iPad 2 cases   | \$160.00    |



|   |           |
|---|-----------|
| Two iPad mini 16GB wifi   | \$600.00  |
| Two iPad mini cases   | \$70.00   |
| Ipod nano 16GB  | \$149.00  |
| Griffin clip for Ipod Nano  | \$25.00   |
| External 1TB hard drives (6 x \$75)                               | \$450.00  |
| Clinic apps for ipad use (Apple AppStore Card/ see attached apps) | \$499.49  |
| Maico MA-39 Audiometer 2x\$1400                                   | \$2800.00 |
| Maico Easy Tymp   | \$3550.00 |
| LACE HE (Listening and Communication Enhancement)                 | \$100.00  |
| NOAH hearing aid programmer                                       | \$900.00  |
| AAXA P4 P4X Pico DLP Projector, Pocket Size                       | \$300.00  |

8. Are any of the items in your proposal available from only one source? If so, please attach a sole source attestation letter from the vendor(s) and also one from your department/office, as required by Purchasing. **Yes. A sole source letter is attached.**
9. How many students will be served each term through the funding of this project?  
**The technology provided in this project will benefit approximately 300 students per semester. Students who will be served by this proposal will be registered in undergraduate and graduate courses (Speech 1179, 2481, 2482, 7211, 7327, 7313, 7331, 7333, 7391, 7392, 7441, 7691). Additionally, students engaged in clinical laboratory and research activities beyond the classroom will be able to function more efficiently.**
10. If funding is requested for a lab, other public access technology facility, or other physical facility:
- How many hours per week the lab will be open?  
**The center is open Monday-Thursday, 8:30 AM-8:00 PM; Friday, 8:30 AM-4:00 PM. There will be no need for additional coverage to allow students to use the requested technology.**
  - Who will supervise the facility and how will that be funded ongoing? (STF will not fund staffing)  
**Clinical instruction within the center will continue to be supervised by existing clinical faculty, specifically by the Clinic Director, Assistant Clinic Director and clinical supervisors. There will be no additional costs incurred beyond our current instructional budget in order to continue such supervision**
  - What space will be used to host the facility and who has authorized its use?  
**The Speech Language Hearing Center serves as the primary lab for equipment use. The applicants for this proposal have authority to identify the Center as the host facility.**
  - Will any renovations or furnishings be required to support the technology requested? If so, how will these be funded? (STF will not fund renovations or most furnishings)  
**No renovations will be required.**
11. What are the objectives of this project? How will student outcomes be assessed?  
**This project will offer clinical training opportunities for undergraduate and graduate students enrolled in speech language pathology and audiology as follows:**
- Provide its students with a superior clinical education in speech communication sciences and disorders by offering students the opportunity to work with a wider and more current range of clinical and research tools via tablet applications. Students will also be able to access a range of recorded classroom sessions necessary to illustrate the principles and concepts to which they are exposed. Additionally, items in this proposal will expose students to the latest technology in audiological diagnostics, voice assessment and will help to facilitate clinical research and evidence-based practice**

- **Maintain and enhance the learning environment, and strengthen the link between classroom and clinical instruction. For example, this project will provide opportunities for direct application of state-of-the-art computer-based technology in service delivery, and the inclusion of evidence-based practice and applied clinical research.**
- **Train future speech language pathologists and audiologists whose superior education will provide the highest quality of services within the borough of Brooklyn.**  
**Student learner outcomes will be measured by:**
- **the number and range of clinical sessions in which students will successfully utilize advanced technological applications;**
- **the extent to which students will be able to self-evaluate the usefulness of technology within the clinical session;**
- **progress in students' academic and clinical training in keeping with models of formative and summative assessment of instruction as required by academic accrediting agencies, such as the Committee on Academic Accreditation of the American Speech Language Hearing Association.**
- **application of evidence-based practice in the evaluation of diagnostic and therapy outcomes.**

12. How will this request have a direct impact on student learning or student life?

**The project will offer students a comprehensive, state-of-the-art clinical training experience, consistent with the academic programs' adherence to the requisite knowledge and skills mandated by the Council on Academic Accreditation of the American Speech-Language Hearing Association. Furthermore, it will enable graduates of the clinical training program to continue to be leaders in the field of communication sciences and disorders. With the requested technology, students will be better equipped to document, record and analyze clinical data, and will therefore be better able to report on the sessions. The technology will become an additional resource available to students, which can encourage research and other scholarly activities.**

## IMPORTANT GUIDELINES AND INSTRUCTIONS

### Examples of acceptable uses of STF funds:

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**Deadline: November 27, 2013. Late submissions will not be considered.**

1. Department/Office Name: Computer and Information Science

2. Applicant Name(s): Keith Harrow and Yedidiah Langsam

3. Primary Contact for Request(s): Yedidiah Langsam

4. Request 1 of 1

5. Area head approval: *Yedidiah Langsam Ph.D*  
signature

6. Description of proposed expenditure/project:

see attached proposal

7. Estimated total cost: (ITS can assist with general technology cost estimates):

submitted to Facilities for estimates

8. Are any of the items in your proposal available from only one source? If so, please attach a sole source attestation letter from the vendor(s) and also one from your department/office, as required by Purchasing.

no

9. How many students will be served each term through the funding of this project?

200 -250 per term

10. If funding is requested for a lab, other public access technology facility, or other physical facility:

a. How many hours per week the lab will be open?

The lab will have 10-12 classes per week, with each class meeting for 3-4 hours

b. Who will supervise the facility and how will that be funded ongoing? (STF will not fund staffing)

The individual instructors will supervise their own classes. In addition, the department has a CLT who will perform routine maintenance and provide a liaison with ITS. This has worked well with the other studio lab.

- c. What space will be used to host the facility and who has authorized its use?

We are proposing the use of 130 NE.

- d. Will any renovations or furnishings be required to support the technology requested? If so, how will these be funded? (STF will not fund renovations or most furnishings)

Yes see attached proposed room layout

11. What are the objectives of this project? How will student outcomes be assessed?

The objectives are to provide direct hands-on experience to students during each class session when appropriate, and to improve the retention rate in our introductory course CIS 1110 and other more advanced courses.

12. How will this request have a direct impact on student learning or student life?

As described in the proposal, this type of lab will give students a chance to immediately employ the ideas covered in class, thus reinforcing the learning of new material from that day's lecture session. The lab will give the instructor a chance to interact one-to-one with those students who need help. It will also provide feedback to both the instructor and the student.



LABS AND LECTURES ARE SCHEDULED FROM APPROXIMATELY 9 a.m. – 10 p.m. MONDAY – THURSDAY; WHEN THERE ARE NOT SCHEDULED CLASSES, THEY ARE AVAILABLE FOR USE FOR STUDENT USE FOR INDEPENDENT STUDY PROJECTS.

- b. Who will supervise the facility and how will that be funded ongoing? (STF will not fund staffing)  
PSYCHOLOGY DEPARTMENT
- c. What space will be used to host the facility and who has authorized its use?  
4109J AND 3106J ARE THE PSYCHOLOGY DEPARTMENT EXPERIMENTAL PSYCHOLOGY LABS
- d. Will any renovations or furnishings be required to support the technology requested? If so, how will these be funded? (STF will not fund renovations or most furnishings)

WHILE MINOR UPGRADES, SUCH AS PAINTING, ARE CERTAINLY NEEDED, THEY ARE NOT REQUIRED FOR THIS REQUEST AND WILL BE REQUESTED THROUGH FACILITIES

- 11. What are the objectives of this project? How will student outcomes be assessed?  
TO INCREASE TEACHING CAPACITY AND QUALITY IN THIS REQUIRED COMPONENT OF THE MAJOR IN PSYCHOLOGY. OUTCOMES ASSESSMENT IN QUANTITATIVE REASONING (INCLUDING THE ANALYSIS OF EXPERIMENTAL DATA) IS PART OF OUR LARGER OUTCOMES ASSESSMENT PLAN FOR THE SPRING 2014 SEMESTER.
- 12. How will this request have a direct impact on student learning or student life?  
IT WILL PROVIDE A SIGNIFICANT IMPROVEMENT IN THE TEACHING/LEARNING ENVIRONMENT FOR A LARGE NUMBER OF STUDENTS. AT PRESENT, STUDENTS MUST SHARE A COMPUTER IN GROUPS OF TWO OR THREE, WHEN CONDUCTING EXPERIMENTAL WORK AND ANALYSING DATA AS PART OF THEIR EXPERIMENTAL PSYCHOLOGY LAB WORK. IT WILL ALSO ALLOW US TO ACCOMMODATE A LARGER NUMBER OF STUDENTS IN OUR LABS, CIRCUMVENTING IMPEDIMENTS TOWARDS THE COMPLETION OF THE DEGREE, GIVEN THIS IS A REQUIRED COURSE. CURRENTLY, REGISTRATIONS FOR LABS ARE AT CAPACITY AND WE MUST FIND WAYS OF ACCOMMODATING THE VERY SIGNIFICANT INCREASE IN STUDENT NUMBERS OVER THE PAST THREE YEARS.



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