

The University of Tennessee at Chattanooga Student Technology Fee Funding Request

Proposal

Beginning 2005-2006

Title: Continuation of Assistant Manager to Support Campus-wide Microcomputer Lab Operations

Unit Submitting Proposal: Information Technology Division

Briefly summarize the proposed project.

Since November 1999, the technology fee has provided funding for a full-time computer specialist to fill the role of Assistant Manager of the Student Microcomputer Labs. This proposal seeks to continue the position for the 2004-05 fiscal year.

Identify the project goals and objectives. Briefly describe your goals and objectives. Include in the description how the outcomes of the project will improve teaching and learning. Indicate also the anticipated reach of your project. In other words, how many and what type of students will benefit from the successful execution of the proposed funding? How will they benefit?

Our goal is to give every student access to the technology needed to complete their chosen programs of study, and to do this in the most efficient and cost-effective manner possible. We strive to promote the efficiency of centralized lab operations where appropriate, while offering assistance and expertise to departments managing their own labs.

Describe the method with which you will achieve your goals. Briefly describe your methodology. Include a calendar of target project dates. That is, when will the major steps in the project begin and end?

The position is filled for this fiscal year and we would like to continue the project into the next. This position has improved the performance of the Labs, and allowed important long-range initiatives to enhance our operations to proceed.

How will you evaluate the success of the project? Describe your evaluation criteria clearly. How will you determine whether the project is successful?

- Analysis of surveys of student satisfaction with the labs and communication with faculty and staff to improve services provided by the lab.
- Response to SACS suggestion on lab management is completed.
- Solution determined for the management of printing within the labs
- Students are able to access specific departmental software from student microcomputer labs
- Formal and informal evaluations are conducted continuously through regular meetings with students

Previous grant(s): If you received a Student Technology Fee grant last year, have you submitted your final report?

A report was submitted as requested.

Proposed location: Describe the proposed location of the equipment, software, etc.

The student computer labs are located at 124 University Center.

Requested Budget: Clearly identify one-time costs, such as equipment, shipping, and installation. Clearly identify recurring costs, such as maintenance and support, and source of the funds to cover the recurring costs.

All costs listed are recurring for this year, including \$1,000 requested for training. Given the rapid change of technology and great competition for skilled technology workers, providing funds for professional development makes sense both in terms of efficient operation and retention of personnel.

Assistant Manager Salary	\$32,000
Benefits (32%)	\$10,240
Training	\$1,000
Operating supplies, telephone, etc.	\$1,000
TOTAL	\$44,240

Summary of projected costs:

Salaries (if any)	\$42,240	(with benefits)
Equipment (hardware and software)	n/a	

Complete the following items as appropriate

Installation	n/a
Construction/renovation costs	n/a
Annual maintenance/support costs	\$1,000
Training	\$1,000
Recurring costs per year	\$44,240

Total project one-time costs	\$44,240
Estimated recurring costs per year	\$44,240

Identify the area(s) responsible for operating and maintaining the equipment.

Request is for personnel only.

Approval by Dean or Vice Chancellor: _____

Individual responsible to complete proposal if funded: Rodger Ling, Director, Technology Support Services

Priority established by Dean or Vice Chancellor: _____

Deans and Vice Chancellors should return completed forms (along with 20 copies) to Provost John Friedl, Chair of the University Technology Committee, prior to December 13, 2004.