



Student Technology Enhancement Program (STEP) Proposal Eligibility Form

Committee Reviewer: Date:

Division Committee:

Proposal Review Directions: Please use the rating descriptions below to determine STEP eligibility. Proposals with a rating of "1" will not be evaluated and prioritized by the committee.

- 1 = -Proposal does not seem to be technology based; equipment and/or supplies requested do not meet the definition of technology as applied in the College policy.
- 2 = -Proposal lacks vital descriptive information as to the application of the technology to the curriculum and for student use. Proposal contains little, if any, justification.
-Proposal requests the STEP fund be used to support-totally-the curricular function or special project as opposed to augmenting or expanding. Author does not demonstrate a linkage with Strategic Initiatives.
-Information (requisition, specifications, etc.) is lacking. Back-up documentation to support the requisition is not current and/or does not include detailed specifications.
- 3 = -Proposal is descriptive and informative; however, it lacks detailed information regarding maximum benefit/usage by/for students.
-Proposal is well-organized but may not include information about impacts of space, IT infrastructure, electrical, security, and/or staffing.
-Proposal does not indicate a long-range plan for upgrading and replacement.
- 4/5 = -Proposal is well-organized, descriptive, and informative-the average person, while possibly not understanding the exact technical or specialized information can easily understand the benefit to the student and the curriculum; Long-range goals for replacement, upgrading, and a plan for continuous quality improvement are included.
-Proposal is in line with College and STEP Strategic Plans.
-Collaboration (cross divisional/department) is a plus.
-All relevant/required information is included in the proposal as is a plan for evaluation of success for continuation of project/proposal in the future.
-Long range "building/adding-on" plans are encouraged (i.e., continuation, phasing, etc)
-Proposal describes, in detail, how the project will improve student learning in a manner that is experimental, innovative, and augments the existing college budget.

PROPOSALS

Proposal Name _____
 Proposal Author _____
 Eligibility Number (1-5) _____
 Amount requested _____

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