

JRCOE Technology Committee Technology Requests

The JRCOE Technology Committee has revised the technology request form for easy submission and review in order to meet as many requests as possible. Requests are divided into two categories: *less than or equal to \$750* and *more than \$750*. Each category has its own protocol. In order to be more efficient and to account accurately for the funds used, each recipient, once notified, will be given one month to contact Ron McCarty to order the requested items. Faculty may submit more than one request per semester. Each request after the first request must go before the Committee for discussion and vote. Multiple requests may be granted based upon available funds.

Requests less than or equal to \$750

The Committee has initiated a rolling submission for all technology requests less than or equal to \$750. Requests may be emailed at any time to the Technology Committee (jrcoe_it@ou.edu) The Committee will vote via email for each technology request. Requests may take up to 60 days to process, which includes voting, ordering, and installing the technology. Please plan appropriate lead time for each request.

Requests more than \$750

The Committee has also initiated a rolling submission for all technology requests more than \$750. Requests may be emailed at any time to the Technology Committee at jrcoe_it@ou.edu. The Committee must discuss and vote on each request in person at the next monthly committee meeting.

Each request must contain the following information:

1. A description of the technology requested including cost (and a URL if available). Keep in mind that some committee members may not have specific knowledge of the items requested, so please describe the technology in non-technical language.
2. A list of alternatives explored. Describe the technology that was investigated and explain why this option was chosen.
3. A statement of instructional use. The technology cannot be used for administrative, productivity, or clerical purposes.
4. A rationale for the technology and expected instructional goal(s) (i.e., why do you need it?).
5. An explanation of how students will specifically benefit from the technology. Please attempt to address more than one benefit.
 - Note. JRCOE technology funds result from student fees. What is purchased with these fees must have direct instructional benefit to students.
6. A description of the level of use to address the following questions:
 - How many courses will use the technology? Provide the total number of courses that will use the technology and include course name(s) and number(s) and average or expected enrollment for each course(s).
 - How many times will the technology be used during a calendar year?
 - How much instructional time will be devoted to the use of the technology?
7. A description of student impact (how many students per academic year will be directly benefited?).

If any of this information is missing, your request may not be reviewed.

AY2022-2023 Deadlines to Submit Requests More than \$750

| Deadline | Review Date |
|----------------------------|-------------------------------|
| Monday, September 26, 2022 | Wednesday, September 28, 2022 |
| Monday, November 28, 2022 | Wednesday, November 30, 2022 |
| Monday, February 20, 2023 | Wednesday, February 22, 2023 |
| Monday, April 17, 2023 | Wednesday, April 19, 2023 |