SUNY Broome Community College Technology Plan

2016-2020

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Introduction and Definitions

Demands for technology continue to grow as academic and administrative users look for effective and innovative technological solutions to both enhance existing campus services and implement new technologies. This demand often leads to funding requests beyond budget capabilities as well as significant staffing and support challenges. A Technology Committee with campus wide representation has developed and maintains a strategic Technology Plan to review and regulate technological investments, create strategies for use of technology and document campus standards for technological usage. The campus Technology Committee helps to shape new investments in technology as well as to recommend sustainable modifications and improvements to currently existing technologies. It has also been effective in facilitating implementation and delivery methods that serve to manage the many variables that are characteristic of campus wide technological changes.

One definition of a **strategic technology plan** is a specific type of plan that lets an organization know where they are now and where they want to be some time in the future with regard to the technology and infrastructure in their organization. This is the type of plan that has been developed and approved by the SUNY Broome Community College Technology Committee. Technology investment at SUNY Broome Community College is not limited to computers and networking equipment, but includes all aspects of technology as defined in the Technology Plan. The Technology Plan outlines the various technological areas supported on campus, identifies strategies for use of each technology, strategies for funding, provides a rationale for those strategies, and

suggests future directions for use of technology on campus. The campus technology plan is a dynamic working document with annual review by the Technology Committee.

HOSTING

Expectations for services from campus executives, staff, and students have increased dramatically in a very short amount of time.   High expectations include 24 x 7 availability, reliability, scalability, security, disaster recovery, and integration. Fixed or shrinking staffing levels, continued budget constraints, along with short time frames to implement solutions create an environment that encourages the use of cloud-based or hosted services. This document will refer to HOSTING as systems and services that use external service providers to meet these expectations in a cost-effective, standard, secure, and many times shared manner.

CAMPUS STANDARDS

Support for technological needs is aided by the development of campus standard practices and solutions. Rather than to attempt to provide high quality service to all types of technological solutions, or to develop expertise in large varieties of products, solutions are reviewed by the campus technology committee and selected as a single standard solution for campus wide needs. Most campus standard software is licensed for campus-wide installation or at a minimum it provides for purchasing guidance for departments, common training availability, volume discounts, skilled technicians, campus equivalence, and annually consistent budget support. Campus standard solutions will be referenced throughout this document. A list of campus standard software is listed on the addendum at the end of this document.

I. Technology Committee Overview and Makeup

The Campus Technology Committee has been permanently established with the following representation:

Co-Chairs:
- Director of the Information Technology Services
- Executive Vice President and Chief Academic Officer Appointee

Membership:
- 4 Representatives from Academic Affairs to include at least one Dean, one department Chair and two teaching faculty representative of all academic divisions.
    Liberal Arts
    STEM
    Health Sciences
    Business & Public Service
- 1 Representative from the Teaching Resource Center
- 1 Representative from Marketing and Communications
- 1 Representative from the Library
- 1 Representative Technical Assistant
- 1 Representative from Registrar's Office
- 1 Representative from VPSED
- Additional Individuals on an "ad hoc" basis
    - Membership:
1. Voting Membership

The SUNY Broome Community College Technology Committee voting membership consists of faculty, staff, and administrators with interest, expertise, and knowledge of the technology needs of the campus. To provide balanced discussion and input, membership is sought from a variety of campus constituencies. Others may attend as non-voting members.

Chair:
- Director of Information Technology Services

Committee Members:
- A minimum of four Teaching Faculty Representatives with an interest and experience with technology, one representing each of the academic divisions, to include at least one department Chair, if possible. To be appointed annually by the divisional Dean through a process decided by each division.
- Representative from Networking and Telecommunications
- Representative from Instructional Technology Services
- Representative from the Distance Learning Steering Committee
- Representative from Marketing and Communication
- Technical Assistant
- Representative from Enrollment Services Office (as required, depending on the issue being discussed)
- Representative from the Library (as required, depending on the issue being discussed)
- Representative from VPSD

2. Reporting Structure:

The Technology Committee reports to the EVP/CAO. Two members, typically the co-chairs, serve as voting members on the Council for Operational Issues. One or more members serve as liaisons to the Distance Learning Steering Committee and to the Chairs and Deans Council for communication purposes.

II. Technologies and Infrastructure

A students Lifeline to the College - the portal system is the college's official means of communication for all students. They use it for a variety of purposes from viewing daily information, receive notices, register for classes, receive grades, accessing transcripts, and to view their academic records. They can also use it to financial aid processing, retrieving their student accounts billing information, checking their admissions status, and more.

PLAN

The college has supported several versions of a portal since the late 1990's and have integrated more systems and functionality each year. The latest additions were the Institutional Effectiveness and Shared Governance

areas as well as a Quick Launch ICON based functionality and many look and feel changes. Our current portal system is HOSTED with the CAMPUS EAI Consortium group providing support for the systems and administration services.

STRATEGIES

From a technical prospective, the campus portal concept facilitates a single "sign-on" logon for several separate technologies and provides a common associated username and password for all system users. It also provides for authentication to various campus wide licensed software which protects and validates our license agreements. The campus portal serves a variety of information and communication needs of all faculty, staff and students.

FUTURE DIRECTIONS

New portal systems are released on a yearly basis and will at some point be more attractive and functional than our current version. Close integration with Banner and support for mobile devices will be necessary. Hosting options will be reviewed at the end of our current contract.

Distance Education

With the extraordinary growth of Distance Education at SUNY Broome, combined with SUNY Broome's significant involvement in the Chancellor's Open SUNY Initiative, our pursuit of SUNY Institutional Readiness recognition for online degree program expansion, and the Middle States accreditation requirements, it is imperative to continue and build upon resources and infrastructure dedicated to distance education.

PLAN

The Distance Learning Steering Committee (DLSC) is charged with reviewing issues and recommending strategies related to the planning, oversight and academic leadership of distance education. Its aim is to ensure that distance learning is integrated into the college's strategic plan, technology plan, campus policies, and other planning initiatives. The committee is comprised of representatives from across campus divisions and departments including Information Technology Services. Issues and considerations brought to the DLSC pertaining to campus technology are brought to and discussed at the Technology Committee meetings.

STRATEGIES

Continue to evaluate and review all available Learning Management System platforms and provide adequate support for the migration from one LMS to another when necessary. Hosting options, dependability, integration, cost, staffing, training, instructor readiness, ease of use, flexibility, features, and hardware/software requirements all need to be considered.

Continue to utilize the advantages, cost, staffing needs, service, and flexibility of having our LMS hosted off site.

Research the feasibility and effectiveness of technologies that support remote services for distance learners across the campus (advising, bookstore, financial aid, tutoring, etc.)

Invest in hardware, software, and staffing to support the distance education initiative. These resources include, but are not limited to:

- Video and multimedia storage and delivery systems

- Identity verification tools
- Online proctoring solutions
- Online Course evaluation
- Synchronous communication and collaboration options
- Mobile content delivery technologies
- Plagiarism detection software
- Accessibility development software and tools
- Publishers' and 3rd party add-ons.
- Electronic solution for faculty teaching online and blended courses

FUTURE DIRECTION

The Distance Learning Steering Committee will continue to evaluate the Distance Education needs of faculty and students at SUNY Broome and, working with the Technology Committee, recommend appropriate and supportable technological solutions.

With the expansion of SUNY Broome's designated Open SUNY Power Plus programs, SUNY Institutional Readiness standards and Middle States requirements, emphasis will be placed on researching and implementing technological tools that:

- Improve course quality and accessibility
- Verify student identity
- Provide a proctoring solution for fully asynchronous courses

Mobile options for Distance Education courses will also be explored for the functionality, feasibility and cost-effectiveness of implementation.

Campus faculty must be provided with adequate computing tools to help provide quality services to students. The campus Technology Committee helps to monitor the technology gap between those that lead in the development of technology and those that might fall behind by providing methods to determine needs and request new or replacement equipment.

PLAN

The VPAA area has created a process for faculty requests to be reviewed. Once approved with recommendations from Information Technology Services the computers are made directly available. There is no waiting time to order or receive the equipment as bulk purchases are made in advance and budgeted for annually through the VPAA office.

STRATEGIES

All faculty computers follow a campus standard, however this may not meet all needs, so an instructional faculty computer survey is distributed annually during the fall term for full-time regular and adjunct faculty providing a method to request new or updated desktop computers or special needs.   Once collected, ITS uses this

information to provide an assessment of need, helps to prioritize requests , and/or to create individualized quotes for specific equipment.

The campus standard is determined through deliberation of committee members and recommendations from Information Technology Service based on platform testing and supportability. Committee representative are expected to bring curriculum specific issues for deliberation and although a campus standard is selected, exceptions are made as necessarily and with agreed upon support considerations.

Recommended system platform versions will be determined by the end of the Spring semester and will be announced and efforts will begin to upgrade desktop computers, multimedia stations, educational technology, and all applicable systems. The purchase of computing equipment with new campus standards beginning June 1st will provide:

- The ability for all campus areas to prepare and implement the common campus desktop platform recommendation for the fall semester.
- ITS and other campus personnel the ability to provide advice in terms of feasibility and support for new technologies.
- Specification review and testing will be performed to better guarantee successful integration with campus resources.
- Volume pricing and vendor comparison can be accomplished to potentially save money and find high quality products and support.
- Advanced implementation can be accomplished allowing for user testing and an adjustment to teaching materials before the semester starts.

FUTURE DIRECTIONS

Coordination of technological change is essential. Study of the change process will continue. Enhanced strategies for understanding and managing the issues related to the purchase and implementation of new technology will continue to be developed with direct assistance, discussion, and recommendation from the campus technology committee.

Help Desk

Assistance for Faculty, staff, and students are provided through a Student Help Desk and a Teaching Resource Center which are located separately in the Learning Resources Center.

PLAN

The Help Desk is staffed with student proctors and dedicated to student needs. It is designed to help new students become accustomed to campus technologies, and to debug common questions and issues. It is managed through the Information Technology Services department and provides valuable information regarding recurring problems and new issues that are used to change process, update documentation, and fix unknown problems. The Teaching Resource Center is professionally staffed and managed through the Academic Affairs Division. The mission of the Teaching Resource Center is to provide instructors with the best practical information about teaching and learning.

The goals of the TRC are to:

- Encourage the exploration and use of instructional technologies that enhance the learning environment
- Provide training and instruction on a variety of technical-pedagogical tasks
- Support faculty in continuous skill development in technology and pedagogy
- Foster a professional community of full-time and adjunct faculty
- Encourage communication beyond training, that helps faculty find support and answers among their peers
- Increase the professional stature of community college teaching
- Support, through many means, the mission of SUNY Broome Community College and the Division of Academic Affairs

STRATEGIES AND FUTURE DIRECTIONS

The Technology Committee has recommended that an annual budget be established to fund professional training on campus as opposed to the use of campus expert volunteers or to investigate SUNY Broome's Continuing Education department instructors to determine what specific training needs might be met through them on an annual basis.   It recommends the creation of a professional service or information desk to implement and manage a knowledge base system and coordinate information updates. It would provide answers for on-demand questions and immediate needs, referring patrons to other areas of expertise as needed. The service desk would also help to identify areas where there is a need for training based on common questions. The service desk could also investigate on-line or free trainings or tutorials that might aid in both the training and informational needs areas.

Information Systems (Student, Human Resource and Financial)

The College recognizes the need to provide appropriate, efficient and cost-effective technical solutions in the support of campus business operations. This includes, but is not limited to Student, Human Resources and Financial Information Systems.

PLAN

Annual, new, mandated migrations, or changes are forwarded and reviewed by a system (BANNER) core team. The team consists of responsible members from all affected area departments as well as IT. Upgrades are discussed, understood, collectively tested, and implement by way of an agreed upon plan and timeline.

STRATEGIES AND FUTURE DIRECTIONS

The development of a SUNY contract for these (BANNER) systems with what is now the Ellucian company set a path for migration to the Ellucian ERP systems and associated 3rd-Party vendor products. Investment in this relationship follows the SUNY system wide direction to implementation a standard ERP for all 64 SUNY campuses. This SUNY initiative has established support services, benchmarking, and seamless student experiences, as well as substantial cost savings. In addition, SUNY continues to seek and develop related shared service opportunities.

Classrooms equipped with technological resources are a valuable aid to academic instruction. Traditional lectures are illuminated with the use of state of the art devices. Standard guidelines have been created to categorize multimedia classrooms according to available resources. As of the 2015 academic year, all general purpose classrooms and teaching laboratories on campus are equipped with Level 1 multimedia – minimally this includes a data projector and screen, a computer with sound, a VGA and sound cable for a laptop and a wireless or hardline network/internet connection.

Level 2 Multimedia Room have an additional DVD player, and campus standard Digital Switching control system.

Level 3 Multimedia Room have Level 2 features and a touch screen panel interface.

Specialty Multimedia Room can included:

- Smart Technology (either a Smart Podium, or Smartboard with built-in short throw data projector)
- Digital Matrix Switching control system with touch panel
- Digital Presenter (Document Camera)
- DVD/VHS Player
- Microphone sound system and speakers
- Overhead projector
- Miscellaneous switches, wiring, cables, special, projector mounts etc.
- Video conferencing capability

PLAN

New digital switching systems standards have been created to operate multimedia equipment. The goal is to provide faculty with consistent interface to switch between media devices and without a need for easily misplaced or non-functional remote control devices. Our first of these type systems was put into place as of Fall 2009 and now over 50% have this standard.

STRATEGIES

A subcommittee of the campus Technology Committee that is dedicated to evaluating and implementing instructional technologies serves the needs of the entire campus community by making the best possible use of technological resources. The committee keeps track of where instructional technology is used across campus and can "recycle" older equipment into suitable rooms whenever possible. The committee can work with instructors to investigate new technologies as they become available and make recommendations to the Technology Committee for implementing strategies to best serve the needs of the college community. The subcommittee also solicits and requests from the campus community to install or update technology in instructional spaces on campus. Individuals requesting an upgrade or installation of new technology are asked to fill out a form/complete detailing their request and providing an associated rationale.

At this time, each of our large group instruction rooms have different multimedia interfaces and hardware systems. The Committee recommends beginning a process of standardizing the interfaces in these rooms in

order to better serve the large number of instructors using each space. Due to the increased size and thus increased cost of an upgrade in these spaces, we plan to upgrade one space per academic year with the goal of completion in the 19-20 academic school year. By achieving this goal, faculty members will feel comfortable in any multimedia room in which they find themselves scheduled.

In order to enhance the use of instructional technology, Technology Services has set a regular cycle for equipment replacement to improve performance and reliability. The Technology Committee will strive to ensure multimedia classrooms offer consistent software and software upgrades will be performed timely and efficiently.

The Multimedia Subcommittee is also available to make recommendations about technologies which are not included in the Level 1, Level 2, Level 3 and Level 4 multimedia classrooms but may be needed to meet the needs of students and faculty. Faculty interested in obtaining a different type of instructional technology should make a written request detailing their specific instructional needs and goals. The Multimedia Committee is available to meet with an individual instructor, review requests and suggest possible solutions. The Multimedia Committee makes recommendations based on the needs of the instructor and students and available funding while working to maintain an environment that is suitable for the overall general use of instructional spaces

FUTURE DIRECTIONS

Investigation of new multimedia concepts and equipment are evaluated on a continual basis. Each year the campus will be surveyed twice in order to identify and meet multimedia needs outside of the upgrade process. The Multimedia Subcommittee investigates the requests and recommends action based on room suitability and available funding. Room suitability is based both on the physical space (security, lighting, ceiling height, etc.) and on the room usage level as determined by input from the Registrar's office. Multimedia classrooms are categorized as Level 1, Level 2, Level 3 or Level 4 (see Multimedia Classrooms). The Technology Committee recommends furnishing all general purpose classrooms with at least level 2 multimedia equipment. At this time 100% of our classrooms have at least Level 1 multimedia equipment. The Multimedia Subcommittee of the Technology Committee has set a goal that all general purpose classrooms should have at least Level 2 multimedia equipment by the Fall of 2018. It is anticipated by Fall 2018 all general purpose classrooms will meet the Level 2 requirements. The Multimedia Subcommittee will continue to make recommendations to the Technology Committee on identified room upgrades, and additional opportunities for specialty installs. The Technology Committee shall approve these actions.

FUNDING SOURCE

A fixed amount of technology fee funding is allocated each year to create new multimedia-equipped classrooms and to replace or upgrade existing classroom multimedia technology. A multimedia classroom subcommittee of the technology committee meets annually to review and prioritize classrooms and make recommendations for using this funding. Given the goal of the Technology Committee that all general purpose classrooms have at least Level 2 multimedia equipment by Fall 2018, it is recommended that the amount of technology funding be increased for Fall 2015 to $48,000.

MULTIMEDIA COMMITTEE FUTURE DIRECTIONS

The Multimedia Committee will continue to serve as a liaison between the campus community and the Technology Committee and will maintain a comprehensive view of classroom instructional technology available

on campus. The Multimedia Committee will strive to come up with creative and effective solutions that meet the instructional needs of the campus. The Multimedia Committee will design documentation that will streamline the process for requesting new instructional technologies on campus so that further evaluation can take place.

Networking and Infrastructure

The data network and supporting infrastructure including wireless (Wi-Fi) provide critical communications for all aspects of the college mission, including all cloud based applications. Reliance on the network is vital to the functionality and communication components of the campus community.

PLAN

Continue to maintain a modern, reliable and highly available network infrastructure by replacing outdated core data center equipment, building connectivity devices, network switches, and cabling. All new construction, remodeling, and other capital projects has ITS involved at the early planning and budget stage to help ensure that new ITS is designed and integrated with existing campus standards and support capability.

FUTURE DIRECTIONS

Network infrastructure will continue to be a vital part of the college mission as it provides the communication link for an increasing amount of "cloud" services, business systems and teaching and learning. A redundant Internet Service Provider (ISP) should be seriously considered as well as redundant data fiber pathways to each building on campus, or at least to the most critical buildings. Continued expansion of the campus Wi-Fi wireless system is necessary as this medium has become increasingly essential. A backup power generator for the core network and systems should be considered.

The college operates the Citrix XenApp remote access solution for secure access to internal college resources for Faculty, Students and Staff. Citrix provides application access to campus licensed software, secure campus resources, and remote desktop access all via an encrypted VPN connection.

PLAN

Citrix has been proven to be ideal for the college mission and should continue to be maintained and resources provided for maintenance and upkeep.

FUTURE DIRECTIONS

Possibly extend Citrix environment to support VDI, Virtual Desktop Infrastructure which would allow campus workstations and lab computer interfaces to be available on campus and remotely for Faculty and Students.

Student Computers

Computing laboratories are provided for instruction, supplemental learning activities, and as general purpose, open student work environments. Over 800 computers exist in student computer laboratories. Laboratory sizes range from 1 computer to 30.

PLAN

The campus technology committee has created a rotation schedule for the replacement of approved student lab areas. The rotation schedule is designed to ensure the timely replacement of student lab computers while maintaining a level allocation of spending each year. In addition, a fixed amount of funding will be allocated each year for lab printer replacement. This coordinated and effective process has resulted in the removal of requests for student lab replacements from other budget request processes.

FUTURE DIRECTIONS

The historical push toward the creation of new student computing lab areas has been replaced by a trend toward curriculum specific applications of smaller numbers and in non-centralized locations. The development and implementation of Web-based applications which provide licensed campus software to users with off-campus Internet capability may have a dramatic effect on current student computer lab strategies. In addition, the high processing capability, quality, and cost reduction of new personal computers may increase longevity and effect rotations. The removal or addition to current inventory and replacement schedule are reviewed and approved through the campus executive committee.

SUNY Broome operates an in-house data center supporting many vital services. These include a robust VMware virtualization platform as well as physical machinery including storage systems, specialized server hardware , monitoring systems, identity management and more. There are well over 100 on-campus servers, systems, and applications.

PLAN

On site systems continue to be vital to the college mission. Continued maintenance and support are required to achieve high availability, confidentiality and integrity of college information resources. Obsolete and end of life systems continue to be monitored annually and replaced as necessary. Staff required to support and maintain the data center need to keep abreast of latest technologies and provided resources for training.

FUTURE DIRECTIONS

The college recently installed a secondary cooling unit for the data center. Continued enhancements of this type are needed. Consolidation of the data center should be considered along with a backup power generator and a modern, secure and energy efficient design. There will always be a need for in-house systems as not all services are conducive to cloud based technology.

Systems Security

Information protection applies to several areas of computing and networking. Hardware and software, as well as environmental and physical security, and the treatment of information as an object that can be bought, sold, deleted or damaged are all areas of concern and in need of security. Confidentiality, Integrity and Availability of data is vital to the mission of the college.

PLAN

SUNY Broome recently joined the SUNY Security Operations Center (SOC) hosted by SUNY Central. This resource provides a cost effective solution to many information security best practices and solutions, including vulnerability scans, best practice documentation and uniformity in Information awareness practices, threat notifications and remediation techniques.

The campus Information security posture is one of "defense in depth". ITS continues to maintain modern security techniques including border firewalls with threat management capabilities, host based firewalls and anti-virus, anti-malware applications. Operating system patches deployed automatically. Network traffic segmentation. Encrypted communications. Network access control (NAC). Least privilege and role based access to resources.

Data backups are performed according to best practices. Regular security audits are performed.

FUTURE DIRECTIONS

Develop information security awareness training for users.

Provide human resources necessary to protect the information security posture of the college in this time of continued threats and develop more robust disaster recovery solutions and business continuity plans which involve many campus constituents and not just ITS.

SUNY Broome operates an in-house NEC SV8500 PBX /IP telephone system servicing approximately 800 lines, mostly analog or digital lines. There are a small number of Voice over IP (VoIP) phones deployed. Voicemail and call processing are provided by an NEC UM8500 system.

PLAN

The current system is still supported by the vendor and is robust and reliable. SUNY Broome staff are well versed in the operation of these systems. Enhanced call processing and call queuing capabilities can be added. Exhaustion of our 778 prefixes will occur in the next 12-24 months based on current consumption.

FUTURE DIRECTIONS

Replacement costs of Telephone systems would be in the range of $150,000 - $250,000 . The college needs to consider an E911 system and a call accounting package . Continue to enhance the college data network for converged technology in the future. Centralized FAX service needs to be considered. Caller ID phones and long distance should be considered for all new phone service requests or replacements.

Video, Remote, and Web based Conferencing

In 2014 the Technology Committee worked to establish video conferencing standards for campus. This was aimed at creating a scalable, supportable and sustainable system that would meet the broad needs of the campus. Out of this research and testing phase came three platforms.

Platform 1 FUZE

FUZE is a system agnostic multi-point video conferencing solution which requires very little know-how on the user end. ITS supports the administration of this software and currently schedules meetings for users as needed across campus. Adding a web camera to any PC creates an environment where FUZE can be used.

Platform 2 SKYPE

SKYPE is a system agnostic single-point video conferencing solution which also requires very little know-how on the user end. However, the difference here, is that ITS does not support the administration of this system. Instead SKYPE is treated as a self-service application allowing users to create and host meetings on the fly without needing to call ITS or create a help ticket for support. A SKYPE meeting can be held anywhere there is a PC with a web camera.

Platform 3 POLYCOM

POLYCOM is a system specific, proprietary multi-point hosted, video conferencing solution which requires advanced knowledge from the end user. ITS supports the few POLYCOM systems on campus in situations where it is required by the host. SUNY Broome does not support hosting a POLYCOM conference at this time. There is one location on campus which currently supports a hosted POLYCOM video conference.

Platform 4 COLLABORATE

COLLABORATE is a simple, convenient, and reliable online collaborative learning solution. This solution delivers a level of engagement that makes learners feel like they're together in the same room via collaboration and conference tools.

FUTURE DIRECTIONS

Our current video conferencing solution is still in its infancy. However, the foundation has been put in place to allow for scalability. In the coming years we could outfit our large group instruction and meeting rooms listed above with digital cameras and microphone systems allowing for larger audiences.

III. <u>Funding Sources</u>

Student Technology Fee

The purpose of the SUNY Broome Technology Fee is to provide targeted funding for campus technology. The operative definition of technology is a broad one - it includes both general technology and computing equipment, software and/or infrastructure needs related to technology for the entire campus. Given that Technology Fees are assessed to students, expenditures from Technology fee funds will be made only for direct student benefit and use.

Allocation of the accrued Technology Fees is a primary means for departments to acquire technology equipment using campus funding. The majority of the budgeted funds are allocated during the fall semester, and the remainder in the spring semester. Although a portion of the fall allocation is set-aside for replacement of and upgrades of computing-related equipment in accordance with the Campus Technology Plan, a portion of funds is designated as available for general technology needs. The Budget Officer initiates the process of identifying appropriate expenditures (see below), and a prioritization process is employed. The process is periodically reviewed by the Executive Council.

The process for Technology Fee distribution is as follows:

- Forms and instructions are distributed by the budget officer
- Proposals go to academic division chairs / coordinators for departmental prioritization
- Proposals go to Deans/Directors for prioritization by Division
- **Proposals Reviewed by the Campus Technology Committee**
- Proposals go to VPs for prioritization
- Proposals go to Exec Council (with VP prioritization)
- Executive Council approves tech fee proposals

Department Budgets

Department budgets are used for equipment purchases, where appropriate. Identification of items occurs and is approved through the budget development. Selection of needed equipment is done by one or more department members. PO is issued upon approval of individual with responsibility for that budget.

Grants

The college avails both public and private funding sources for equipment, where appropriate. When a department, in concert with its Dean/Director, identifies grant funding as an appropriate source of financial support for a project, the Director of Sponsored Programs will provide assistance in the process. Under his/her guidance, a Request to Seek Funding form requesting Executive Board review will normally be completed prior to submission of the formal grant application.

Foundation

New York State Initiatives

ADDENDUMS:

Addendum A: Campus Standards and Supported Technologies

SUNY Broome Community College uses Microsoft Windows to support desktop, classroom, and laboratory computing. It also installs the Microsoft Office Suite campus-wide that includes: MS Word, MS Excel, MS Access, and MS Powerpoint. In addition Internet Explorer, Netscape Navigator, and the FireFox browsers are installed to meet vendor specific software requirements. The Command AntiVirus, Acrobat Reader, Quick Time are also installed on all campus computers.

Addendum B: Specific Technologies for Distance Education

Learning Management System: Blackboard Learn 9.1
Synchronous Collaboration Tool: Blackboard Collaborate
Video Management Platform: Ensemble Video
Plagiarism Detection   Turnitin, SafeAssign
Publishers' and 3rd Party Add-Ons   McGraw Hill Connect, Pearson MyLab
                                        Cengage MindLinks, WileyPLUS
Online Evaluation/Survey Tool   SurveyDIG
Online Proctoring   Awaiting SUNY Contract and Recommendation
Identity Verification   Awaiting SUNY Contract and Recommendation
Mobile Solutions   Awaiting SUNY Contract and Recommendation

Addendum C: SUNY Shared Services Platforms

The following are references to SUNY shared services opportunities which we participate with:

SUNY CPD (Center for Professional Development) program provides professional development, training, and services for SUNY sponsored systems. WWW.CPD.SUNY.EDU

SUNY ITEC (Information Technology Exchange Center) program provides BANNER information systems HOSTING and a variety of DBA database administration services. WWW.ITEC.SUNY.EDU

SUNY SICAS (Student Administrative and Campus Administrative Systems) program provides remote services for system updates and support for our BANNER information systems. SICAS.ONEONTA.EDU

OPEN SUNY (Online Instruction) program provides a collaboration platform that opens the door to world-class online-enabled learning opportunities. WWW.OPEN.SUNY.EDU

SUNY SOC (Security Operations Center) program that provides resources to improve Information Security services University-wide, and to do so in ways that provide consistent, cost-effective, preemptive, and equally secure operations.