

Chapter 4

Instructional Resources

Permanent Property Requests

The College of Letters and Science typically calls for permanent property proposals from departments once a year, usually in spring. Two categories of permanent property proposals have been recognized as follows:

01 *Items costing in excess of \$20,000.* Funds are usually allocated for:

- Proposals requesting the replacement of large items that are integral to a program
- Multi-disciplinary proposals for items that will be used in more than one program
- Proposals that have been submitted for funding to an extramural agency (if an appropriate one exists) but were denied.

02 *Items between \$2,000 (the minimum) and \$20,000.*

If the department proposes more than one item, the list of items requested must be ranked.

Proposals should follow the basic format shown on the Permanent Property Request form, housed on the COLS shared server, All Employees folder. You are not required to use this form; however, you do need to provide all of the information as requested.

Submit one hard copy of each proposal to the Dean's Office and send an electronic version by email as well. Proposals will be posted on the web for division access and review. (Units with dual division membership must decide through which division to apply.)

The division rankings will be submitted as recommendations to the Dean's Office.

Classroom and Laboratory Modernization

In the fall of each year, the University issues a call for laboratory and classroom modernization proposals. The requests for proposals for the College are issued by the Dean's Office. **All proposals have spring deadlines (February or March).**

- **Laboratory modernization** proposals are submitted to the Dean's Office, ranked and afterward sent to the Office of Grants (which coordinates the process) as electronic files by the department. The Laboratory Modernization program is intended to provide equipment replacement and laboratory upgrading through remodeling (generally, remodeling costs are limited to \$30,000). Guidelines are issued at the time of each call for proposals.
- **Classroom modernization** proposals are submitted directly to an all-University committee, CMUG (The Classroom Modernization Users Group), which ranks proposals. The program is parallel to Lab Mod (as it is called) but directed toward improving the instructional environment in classrooms, including the purchase of fixed instructional technologies and basic remodeling.
- **General Computer Access** requests originate at the University level and involve the equipping of new student-use laboratories or purchasing A-V equipment packages. Departments may suggest areas of need.

The University is allocated a total of about \$500,000 annually to be utilized among the three categories.

Modernization and access funding is a primary resource for upgrading and strengthening the College's and University's instructional capacity.

There are also separate funding processes for minor and major projects (total building renewals, new construction, etc.) Requests for ideas in these categories are part of the University's biennial capital planning process and lead-times are long (seven to ten years); departments will receive notice regarding these requests, which are reviewed and ranked at the University level.