

College of Liberal Arts and Sciences
Policy for
Omnibus Fund Support of Instructional Technology

The College of Liberal Arts and Sciences receives an annual allocation from the Omnibus Fee that students pay upon enrolling at the University each semester. The purpose of this allocation is to fund technology needed to provide state-of-the-art education to our students. To achieve this purpose, the College of Liberal Arts and Sciences has adopted the following policy for the use of Omnibus Fee funds.

Supported Items:

All expenditures must be for equipment or facilities that are used primarily by students or for instructional purposes.

Omnibus funds may be used to purchase electronic, scientific and other laboratory and classroom equipment.

Furniture and installation costs required to use this equipment are also allowed.

Software license costs may be supported if the license is used for teaching and is shared by several departments.

Items Not Supported:

Consumables and supplies are not allowed and should be charged to course material fees or some similar account.

Personnel and other recurring costs are allowed only in exceptional circumstances. Contract work and labor costs may be allowable if required to install or upgrade a facility.

Computers and printers for use by individual faculty members are not allowed. These should be purchased through the CLAS computer replacement program.

Application:

Proposals for Omnibus fund purchases will be solicited from departments during the Winter Semester of each academic year. Shared college facilities such as the Foreign Language Technology Center, the Social Science Data Lab and the Information Technology Support Staff may also submit proposals. Requests should include

- 1) A description of the intended use of the technology
- 2) An assessment of the impact of the technology on student learning including specific courses affected and their enrollments if appropriate
- 3) A list of each item requested, its estimated cost, and a proposed vendor
- 4) If the technology is to replace or upgrade an existing facility, a description of the age and condition of current equipment and the current status of a long-term plan for maintaining the facility.
- 5) A brief report (1 page) on the disposition of any Omnibus funds awarded for the previous year and documentation of the actual use and impact of those improvements on student learning.

Proposals are due in the College of Liberal Arts and Sciences Deans Office (2155 Old Main) by Monday, March 2, 2009.

Process:

Proposals are reviewed by the College of Liberal Arts and Sciences Technology Committee. The Technology Committee consists of two faculty members from each of the four divisions of the College. Members are selected by the Dean in consultation with the Faculty Council. The Technology Committee will review proposals based on the following

- 1) fulfillment of criteria for supported items
- 2) impact on student instruction
- 3) importance of the equipment to meet curricular needs
- 4) compatibility with a long-term maintenance plan

If proposals are approved, departments will be expected to provide a single contact person for all purchases, a quote from the proposed vendor, and a shipping address for all items.

IT Minigrants:

In 2008, the College of Liberal Arts and Sciences began awarding IT Minigrants of up to \$5000 to individual faculty to stimulate the integration of technology into instruction. These awards are also supported by the Omnibus Fund and their distribution is governed by separate guidelines.