#19

COMPLETE

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Page 1: For Annual Planning/Program Review Requests AND Off-Cycle Requests

Q1 Technology Plan Year   **2020-2021**

Q2 Title of Request

Printer - Official Transcripts

Q3 Location of Request

Cuyamaca College

Q4 Department

Admissions & Records

Q5 Contact Person

Name   **Greg Vega**

Email Address   **gregory.vega@gcccd.edu**

Q6 DescriptionPlease provide a brief description of the technology/software or technology project and its core goal(s).

Printer to facilitate the printing of official transcripts.

Page 2: Proposal Justification

Q7 Please explain how the technology or enhancement   **Organizational Health**
supports the strategic plan. Include information on how
students will be impacted and/or employees or the
college or district overall. Consider whether this would
this be a district-wide implementation.Which Strategic
Plan priority (or priorities) are supported by this request?
To access the Strategic Plan, please click here.

Q8 How does the request support the above priorities?

In order to provide current and past students with official transcripts on demand.

Q9 Who would this impact? Please select all that apply.   **Students,**

Employees,

College

Q10 What is the number of students or employees impacted per semester?

2500

Q11 How would this impact the above group(s)?

This is the range of official transcript requests that the Admissions & Records office has processed in the 2019 calendar year during the spring, summer, and fall terms.

Q12 Does the technology support a state-wide initiative   **Yes**
or is it a legal mandate or in support of a legal mandate?

Q13 If yes, please explain how the technology supports a state-wide initiative or is it a legal mandate or in support of a legal mandate?

We are required, by law, to maintain student records and provide transcripts to students. Recently passed Assembly Bill 1313 prohibits the withholding of records for a financial obligation owed to the college, and we anticipate an increase in the number of official transcript requests.

Q14 Please be aware that projects, once approved, are typically scheduled 6 months to a year in advance. Consider the consequences if the technology/software is not implemented, upgraded or renewed.What are the consequences if the technology/software is not implemented/upgraded, or renewed? Examples: Security concerns, loss of FTES, mandates, accreditation, etc.

Our current printer is on it's last leg. Admissions & Records is in need of a new printer to reliably produce official transcripts to students.

Q15 What is your preferred time for implementation?

As soon as is reasonably possible.

Q16 Tell us how the data you have supports the implementation of the technology. This can be qualitative or quantitative in the form of surveys, observations, SLO or other assessment data, institutional research data or other reports and data.

Our current printer has experienced numerous malfunctions in the past year, and requires regular cleaning to avoid printing with streaks.

Q17 How critical is this need in terms of supporting curriculum and services?   **4**

Q18 Please attach any supporting data/documentation using the "Upload" button below.

GCCCD 111611.pdf (11.7KB)

Page 3: COST ANALYSIS

Q19 Is the request for hardware or software?   **Hardware**

Q20 Is the request for new or an upgrade to existing technology?   **New (new to the campus)**

Q21 Total initial cost of request: This includes hardware and software maintenance, licence, taxes, fees, shipping, storage, etc. Contact Sherri Braaksma for assistance.

$1,689.50 - Please note that the attached quote is for 2 printers. Admissions & Records is only asking for one.

Q22 Funding Source: **General Fund**

Q23 Please attach quote using the "Upload" button below.

GCCCD 111611.pdf (11.7KB)

Page 4: Grant Funding Source

Q24 Please specify the grant that will fund the technology you are requesting.   **Respondent skipped this question**

Page 5: Evaluation Plan

Q25 Evaluationi. How do you plan to evaluate the technology after implementation?

Continuous review of how the technology is working and documentation of any errors or malfunctions.

Page 6: Type of Request

Q26 Is this an Off-Cycle Request (e.g., not part of the annual planning/program review process)?   **No**

Page 7: Off-Cycle Requests Only

Q27 What are the exigent circumstances and/or contributing factors that would qualify this request to be eligible for Off-cycle consideration? Please explain why this request cannot wait until the next annual planning cycle.

Respondent skipped this question

Page 8: Ready to Submit

Q28 Are you ready to submit your technology request?   **Yes**