

## MEMORANDUM

### Southeast Missouri State University Information Technology Committee

**DATE:** January 5, 2011

**TO:** Provost  
Vice Presidents  
Deans  
Chairpersons

**FROM:** Fred Janzow, Co-Chair  
Archie Sprengel, Co-Chair  
Information Technology Committee

**RE:** Information Technology Committee Funding Requests for FY 11

The Information Technology Committee (ITC) is now accepting funding requests for FY 11. Requests must meet one or more of the goals set forth in Information Technology's Strategic Plan and fit into one of the following categories:

	<u>Funds Allocated</u>
Course Redesign	\$150,000
New Degree Program	\$ 50,000
Departmental Request	\$100,000

- Each request **must** be submitted on an ITC Funding Request form, a copy of which is attached.
- The form must be forwarded to your Dean or Vice President **no later than February 4** to allow time for appropriate review by groups such as the Council of Deans and the Course Redesign Committee. *(At the same time, please e-mail a copy of the form to [sludwig@semo.edu](mailto:sludwig@semo.edu) so the information can be extracted from it electronically.)*
- The Provost and Vice Presidents will forward requests meeting their approval to the ITC by **February 23**.
- The ITC will review the approved requests with the goal of making funding decisions by **March 25**.
- The Deans and Vice Presidents will be notified in writing of the funding decisions. Purchasing procedures for funded requests will be provided at that time.

Note: *Although no minimum request amount has been established, it is expected that requests will involve "significant" dollar amounts not readily covered by departmental funds.*

We have established an aggressive schedule for this year's funding process. Please take care to provide all of the information requested on the form to minimize follow-ups. If you have any questions, please contact Fred Janzow ([fjanzow@semo.edu](mailto:fjanzow@semo.edu)) or Archie Sprengel ([awsprengel@semo.edu](mailto:awsprengel@semo.edu)).