THE STATE UNIVERSITY OF NEW JERSEY

RUTGERS

Office of the Executive Vice President for Academic Affairs
83 Somerset Street ● New Brunswick ● New Jersey 08901-1281

June 27, 2006

To: New Brunswick Deans

From: Philip Furmanski

Re: Instructional Computing Fund Distribution within All Funds Budgeting

I am writing to describe to you the transition of the New Brunswick Instructional Computing Funds distribution into All Funds Budgeting.

In previous years, an Advisory Committee for Instructional Computing (ACIC) would accept proposals for discipline-specific hardware and software projects for both undergraduate and graduate instruction. They would then recommend a distribution schedule allocating funds to departments for continuing or new projects meeting the required criteria for enhancing instruction and improving the computing environment for our students.

Under All Funds Budgeting, we have now changed this process and will now be providing these resources directly to each school without going through a central ACIC. Instead, as described below, using the same criteria for allocation of these funds we will permit prioritization of projects to be developed at the school level using a consultative process of your choice.

A portion of the student computer fee allocated to the New Brunswick campus must provide support to the campus computing laboratories for operating and equipment expenses, to the Office of Information Technology for campus bandwidth and licensing fees, to the Library for the networked electronic databases, and to Academic Affairs for other campus-wide initiatives. Historically, after meeting these needs, approximately 20% of the fees collected has been available for school-based initiatives. Our intent is to continue to meet this allocation proportionate to credit hours based on teaching effort while tempering any significant deleterious effect to any one unit during the first two to three years of the transition. Given the current budget constraints we are unable to consider special requests that fall outside this distribution.

You will each receive from me shortly your allocation for the 2006-2007 year which is based on the campus allocation received during the 2005-2006 year. It is the responsibility of each dean to distribute these dollars **for school-wide and/or departmental projects directly related to enhancing instruction and improving the computing environment for our students**. Attached you will find the guidelines and criteria used by the ACIC. You may adopt a committee style approach similar to the ACIC or you may develop your own method so long as the intended purpose of these dollars is upheld and all associated purchases are reasonable; and the allocation process is consultative and transparent. Additionally, you may maintain a student computing fund reserve to support projects that might require multi-year investment. Since these dollars are designated to support student computing initiatives each school is required to submit a report on the distribution of their annual allocation to my office by June 1st each year. Reports should contain the following information: 1) a description of each project funded; 2) a description of the actual expenditure of student computing funds, including a list of the hardware and software purchases and other project costs; 3) a brief description of the allocation process used; 4) an evaluation of learning outcomes; and 5) total dollars reserved, if any, including justification for their intended purpose(s).

Should you have any questions in this regard, please do not hesitate to contact Sharon Fortin-Kramer in my office at fortin@oldqueens.rutgers.edu or at 732/932-7722.

Attachment

c: Jeffrey C. Apfel
        Sharon Fortin-Kramer
        Roberta Leslie
        Linda Schulze
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        Nancy Winterbauer

bc: Roger J. Dennis
        Steven J. Diner