

## 2009/10 Operating Capital Budget Educational Technology Requests

October 31 Capital package & available on line/package distributed to Departments

Capital requests defined by disciplines, programs or service areas

November 7

Request forms available at <http://opcap.douglas.bc.ca>.

November 7 - February 1

Request form filled in. Copy automatically emailed to originator & CEIT. Request form printed by originator and signed off by department committee and Dean/Director

See <http://opcap.douglas.bc.ca> under **ET Help and Information** for a list of standard & supported Ed Tech items. Consult with CEIT as required.

February 3

Department/faculty requests submitted to Finance department and compiled into complete package

Requests are reviewed; if necessary, further consultation takes place with departments to ensure requests are clear, complete and accurate

February 10 -17

TPMC sub-committees meet to review and categorize requests

February 20

TPMC develops & recommends the ET operating capital distribution plan to SMT and ETF. (See Guidelines for Ed Tech allocations)

March 10

SMT meets to review resources & make preliminary allocation between FF&E and ET

March 11

ETF reviews the plan & makes recommendations to TPMC based on ET priorities

March 20

TPMC prepares final list

List sent to Educational Council for feedback to TPMC

April 7

Final list sent to SMT for approval

April 9

List sent to College Board for approval (Board meets April 16<sup>th</sup>)

April 17

Ordering begins. Departments are contacted with details of approved allocation & installation timelines

**Definitions:**

- ET – Educational Technology
- TPMC – Technology, Planning & Mgmt Committee
- ETF – Educational Technology Forum
- SMT – Senior Management Team