

**COLLEGE BASED FEE STEERING COMMITTEE**  
**2006-2007 Allocations**  
*Architecture Department*

**Request for Funds**

**Please check which spending category this allocation qualifies for:**

- Student Learning and Progress Towards Degree Completion:** *Improvements in access to classes, academic advising, and other measures to assure timely progress to degree completion – encourage optimal course loads, improve scheduling, reduce bottlenecks, reduce unnecessary courses, facilitate degree completion, reduce time to degree, make student learning less dependent on time, place, and seat time in classroom, etc. Improvements in academic advising, and other measures to assure academic success – assure quality and currency, improve quality and academic success, increase academic success rate, etc.*
- Educational Quality:** *Preparation of graduates with state-of-the art knowledge and competencies needed for life and work in the twenty-first century – reinforcement of the "learn by doing" approach to education emphasizing laboratory activities, projects, field experience, and service learning.*
- Accountability and Assessment:** *Development of measures of accountability and procedures for assessment that demonstrate the stewardship of the University to both internal and external constituents.*
- Institutional Productivity:** *Greater efficiency in the use of physical resources and fixed costs – scheduling efficiencies. Greater productivity in support and administrative services – re-engineering administrative processes, using information technology where appropriate, etc.*

**Request Title:** \_\_\_\_\_

**Amount: \$** \_\_\_\_\_ **Number of students affected:** \_\_\_\_\_

**In order for your proposal to be fully considered, it must include the following information:**

- If proposal includes a purchase, complete vendor contact information and price quote needs to be attached.
- If replacement for current furniture/equipment, include proposal for the items being replaced.
- Is any labor involved (construction, installation, maintenance, etc.)? If so, include description and related costs.
- If any other departments are involved (split costs, etc.), specify and provide acknowledgement by other departments for their share/participation.
- If space is needed to house purchase or support a position, indicate amount of space and proposed location(s).
- If supporting furniture, peripherals, wiring, etc. is needed to support purchase, describe in proposal and include cost in budget.
- If ongoing maintenance, supplies or replacement purchases are needed, describe in proposal and include cost in budget.

**Summary Description/Abstract** *(attach full description, itemized budget and all supporting documents):*

Name *(please print)*: \_\_\_\_\_ Date \_\_\_\_\_ Phone Number: \_\_\_\_\_

<b>OFFICE USE ONLY:</b>	PROPOSAL RECEIVED: _____	PROPOSAL/TRACKING NUMBER: _____	Rev. 6/22/04
-------------------------	--------------------------	---------------------------------	--------------