

Posted Schedule

Task	Responsible Entity	Dates	Notes
Call for Tech Fee Proposals	The Provost's Office	11/12/08	
Pre-proposals submitted to the Assistant to the Provost for Educational Technology	Academic Departments	12/1/08	Policies, Procedures and forms can be found on the Provost's web page
Review by Assistant to the Provost for Educational Technology, in consultation with OCT and the proposing department.	The Assistant to the Provost for Educational Technology	12/2/08 through 1/9/09	
Posting of documentation for Technology Fee Committee members.	The Assistant to the Provost for Educational Technology	1/12/09	
Review and approval of concept by Technology Fee Committee	The Provost's Office	1/23/09	No budget allocations will be made until the final proposal review and approval.
Initiation of process to create final proposal.	The Office of Converging Technology	1/28/09	
In consultation with the department, Campus Facilities, and Buildings and Grounds, the preparation of necessary documentation including project scope, schedule, layouts, and budget.	The Office of Converging Technology	2/2/09 through 4/2/09	Procedure will be provided to the departments by OCT
Completion of the final proposal by the department	Academic Departments	4/3/09	Requirements will be provided to the departments by OCT
Submission to the Assistant to the Provost for Educational Technology for review and creation of summary for the Tech Fee Committee	Academic Departments	4/6/09	
Posting of documentation for Technology Fee Committee members.	The Assistant to the Provost for Educational Technology	4/20/09	
Review by Technology Fee Committee. Final approval of proposals and budget allocations.	The Provost's Office	5/1/09	
Creation of budget documentation.	The Office of Converging Technology	5/4/09 through 5/6/08	
Submission to the President.	The Provost's Office	5/7/09	
Review by the President.	The President	5/8/09 through 5/14/09	
Submission to CUNY	The President	5/15/09	
Organization and preparation of TF project materials for implementation.	The Office of Converging Technology	5/15/09-6/30/09	
Implementation of projects as per approved schedules	The Office of Converging Technology	7/1/09 through 6/30/10	