Centralized support for distance learning at USFSP is offered through the Online Learning and Instructional Technology Services department of the Nelson Poynter Memorial Library. This includes the assistance of professional instructional designers, in-house training in the use of technology, Quality Matters training, requests to use the Distance Learning Studio, and the purchase of specialized hardware or software. Requests must be directly related to online learning and assist faculty in the development of online courses or the ongoing development of e-learning knowledge, skills, and understanding of online learning pedagogy, standards, and services.

Service and technology purchase requests are considered on a first come, first served basis and are dependent on available DL Auxiliary Fee money and available staffing. College expenditures will be tracked by the Accountable Officer (AO) of the DL fund and may be limited to allow other units to have equitable access to the funds.

Please note that expenditures for computer hardware or software must result in the computer hardware or software being used exclusively for distance learning. Such hardware or software is considered to be “on loan” and must be returned to the Online Learning and Instructional Technology Services department once the specific need for it in support of distance learning has ended.

Process

Step 1: Complete the Distance Learning Service/Funding Request Form. (The form can be either filled out on your computer and then printed, or printed and then filled out by hand.)

Step 2: Check off all services or funding being requested.

Step 3: In the Justification section provide:

1. Justification for request (Criteria for approval should include factors such as: availability of other funds, cost, feasibility, immediacy of need, benefit to online student learning, enhancement of online instruction, ongoing/supporting costs for the life cycle of the technology or service, etc.)

2. If the request is for technology:
   • Item description (Is it a new item or replacement? Is it an upgrade/enhancement? Please describe in detail.)
   • Item use location
   • Ongoing costs (e.g. support, maintenance contracts, etc.)
   • Vendor quotation(s), catalog descriptions, etc.

Step 4: Attach supporting documentation about products, vendors, etc.

Step 5: Obtain Dean and Department Chair approval on the Distance Learning Service/Funding Request Form.
Step 4: Submit the *Distance Learning Service/Funding Request Form*, and all required documentation to:

AO’s Administrative Assistant

Step 5: AO’s staff will notify the College representative when the request has been approved and will inform them of next steps. *All technology purchases must be handled centrally by the Online Learning and Instructional Technology Services department of the Library.*