

SAP 29.99.99.T0.01 Establishment of Computer Labs



Approved: June 1, 2009
New
Next Scheduled Review: June 1, 2011

Procedures and Responsibilities

1. GENERAL

Funding for replacing computer labs is a part of the larger computer replacement program. When new computer labs are built (regardless of initial funding), ongoing replacement costs must be either identified or a reduction of the overall number of computers must be identified as an offset prior to approval of the project.

2. APPLICABILITY

All new computer labs that are purchased through university or other funds.

3. DEFINITIONS

Computer lab – an instructional space where 2 or more computers are located and are managed through the Academic Domain.

Academic Domain - A network environment that manages all the instructional computers on the Stephenville and Fort Worth campuses.

Academic Computer Services Committee – the advisory committee for the Center for Instructional Technology and Distributed Education's (Center) efforts in managing technology services offered in classrooms and labs.

4. PROCEDURES

- Request initiated by the dean of the college to the Center with the lab needs and target users. The request will identify a *project champion* within the college who will work with the Center throughout the project
- The Center will work with the *project champion* to provide total costs for the facility in terms of hardware, software, and furniture. The *project champion* will identify startup funding sources.
- The Center and the *project champion* will look at current lab utilizations to see if it can accommodate the identified needs in current facilities, shifting computers into a location, or address the issues with scheduling. During this phase we will propose options to the Academic Computer Services Committee for input. The Center will provide the consensus solution to the requesting dean and vice president with its endorsement.
- If appropriate, the Center will request an increase in the computer replacement plan and staffing needs during budget hearings to accommodate the increase in the total number of computers.
- Installation of the computer lab is approved only after startup and ongoing funding is approved.

Contact Office

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