

## Functions of the Academic Technology Committee (ATC):

- To recommend, review and evaluate implementation of policy in support of Gustavus Technology Services' (GTS) mission as it relates to academic technology.
- To assist GTS in the planning and implementation of academic technology initiatives.
- To support, in cooperation with other stakeholders, clear and regular communication between the faculty, the Provost's Office, the Library and GTS on issues related to academic technology, including an annual report delivered to Faculty Senate.
- To recommend and evaluate implementation of academic technology budgeting priorities funded through the College's budget allocations to GTS.
- To advise the Budget Committee on long- and short-term funding issues related to academic technology.
- To contribute to GTS advisory committee decision making on broad technology issues.

## Process for Technology Requests

### 1. Timeline and process for technology budgeting priorities:

To aid in the budgeting priorities function, below we outline the timeline and process for prioritization of academic technology requests.

**Timeline.** Requests for technology are due at the published time (typically early February) using the form advertised via faculty-I. Once institutional budgets are finalized, ATC/GTS will inform everyone of their submission status (typically in April) at the following [website](#) and via faculty-I. Fulfillment of the requests begins in the next fiscal year, and the majority of approved requests will be delivered in the summer months. All scheduling is handled by the Technology Helpline (x6111 or [helpline@gustavus.edu](mailto:helpline@gustavus.edu)).

**Prioritization and approval.** ATC will prioritize requests for technological improvements that enhance instruction with a focus on direct student benefit. Typically, faculty and departmental administrative assistant machine replacements are ATC's top priority. ATC then sends the recommended prioritization list to GTS. Approval of requests will be decided upon by GTS based on their budget. Late submission of requests will lower the priority of such requests and may affect whether the request is ultimately approved.

### 2. Faculty and departmental administrative assistant computers (individual primary use computers):

As part of the onboarding process for new academic employees (both faculty and administrative assistants), a technology needs assessment will be completed. For those whose needs require a computer, they will be issued a computer and one set of monitor, mouse and keyboard upon arrival at the college. Technology requests and fulfillment of items for these new employees are arranged through the hiring (onboarding) process.

For upgrades/replacements to the issued computer, there is a period of 4 years (based on GTS records of machine purchase date) before the most recently issued computer is eligible to be upgraded/replaced. Those whose computer is more than 5 years old will be informed of their eligibility. Machine replacement will be required when the machine reaches 6 years old and those with machines falling into this category will automatically have a tech request submitted. Otherwise, faculty and departmental administrators are responsible for requesting their own computer replacements and are encouraged to do so before the age or condition of the machine makes it unusable. If the computer needs repair before it is eligible to be replaced, the affected employee should contact the GTS Helpline to arrange the repair. Repair/replacement of defective monitors, mice, and keyboards should also be handled through the GTS Helpline. To determine the age of a Gustavus issued computer, visit the following [website](#).

### **3. Additional accessories and upgrades:**

For all accessories beyond the originally issued monitor, mouse, and keyboard (e.g. upgraded or second monitor, external hard drives, headsets, webcams, etc.), the department\* is responsible for purchasing and maintaining those items. To take advantage of contract pricing and avoid compatibility issues, these items should be ordered through GTS.

\*Responsibility for submission of departmental tech requests and approval of departmental purchases for accessories, individual software, etc. are internal departmental decisions.

### **4. Specialized departmental technology:**

The individual academic department\* is responsible for submitting a technology request for new/upgraded/replacement of specialized departmental technology such as lab computers, departmental library or public space computers, attached devices, software (also see below), etc. Requests should consider and include whether additional funding would be required to satisfy the requested need and where that additional funding would come from. For example, for a dedicated computer controlling scientific (or artistic, or musical, etc.) equipment, will the equipment be replaced, and what will be the funding for that equipment? Those submitting such requests are encouraged to consult with GTS to determine whether there will be such costs, and to determine their amount.

\*Responsibility for submission of departmental tech requests and approval of departmental purchases for accessories, individual software, etc. are internal departmental decisions.

### **5. Software:**

The individual academic department\* is responsible for purchasing and maintaining software intended for individual use. The ATC/GTS does not consider requests for individual software.

For software whose use is limited to within a single department, requests will be considered. If approved, and if the requested software has any annual maintenance costs, it is the general expectation that ATC/GTS would fund the initial year of licensing plus a one year renewal and the department would not need to submit a request to ATC for the second year. All annual

maintenance costs after this period of 2 years from the purchase will be borne by the individual academic department\* and requests to cover yearly costs will not be considered.

For software more broadly used (e.g. public spaces, use across multiple departments, etc.), requests and funding will be considered on a case-by-case basis.

\*Responsibility for submission of departmental tech requests and approval of departmental purchases for accessories, individual software, etc. are internal departmental decisions.

## **6. Classroom technology:**

Any user/stakeholder is encouraged to consult with their department and any other stakeholder departments for new/upgraded/replacement of classroom technology (projectors, AV, etc.). Submission of requests for classroom technology is welcomed from any individual on behalf of themselves, or their department, or a combination of stakeholders. If multiple stakeholders are identified, please explain in your technology request.

## **7. Remote teaching technology:**

Technology issued as a part of the 2020 transition to online learning (summer and fall) are not budgeted for repair or replacement and should be treated as an accessory item that the department needs to maintain or replace as needed. Additional/new needs of such equipment should also be treated as an accessory and handled by the department.

## **8. Other requests:**

All other requests will be handled on a case-by-case basis.

Written April 2021, Jessie Petricka - Chair ATC

Approved by the ATC 4.23.21