



## Memorandum

TO: Rollins faculty  
FROM: Carrie Schulz  
DATE: February 18, 2009  
SUBJECT: Computer, software and classroom technology requests for 2009-10

I'd like to ask you to consider your computer hardware and software needs for the coming year. To review the process, a standard computer, printer and software packages (Windows, Mac OS, Microsoft Office, etc) for faculty and staff, are funded by I.T.; variations are funded departmentally or by your Dean or Director. To make the process as easy as possible, please complete the questions below or contact me by phone, e-mail or in person to discuss your needs. Here are the guidelines:

**Goal:** provide faculty and academic staff with computer hardware and software to facilitate teaching and research within standards that best allow the College to support and maintain them.

**Requests:** I'd encourage you to apply for a replacement at any time of the year; this note is simply a reminder that you can do that. Scheduling of computers to be installed during the summer will be completed around April 11 so we can schedule faculty computer installations before other requests. The replacement program covers standard computers, printers and software packages for academic departments' faculty and staff. Items not covered by the I.T. budget include department or individual-specific software and computers for departmental labs, and others not dedicated for full-time faculty/staff use (demand for computers for part-time/adjunct faculty is usually met with reallocated/upgraded computers). Software requests are forwarded to the Dean of Faculty's office for funding but can be included on this request for your convenience and so we can install the new software when your new computer is installed. *Hardware requests for new computers and printers for departmental labs, student workers and other non-faculty/staff uses as well as requests for peripherals should be included in budget requests to your Dean or Director. If used equipment will suffice for these uses, please feel free to request here.* If you are unsure of where requests should be made, please don't hesitate to contact me.

**Equipment:** will be provided to suit the needs of each individual using a combination of new, upgraded and reallocated hardware. Equipment is provided to facilitate teaching and research needs, collaboration with others, and use of the campus network and Internet.

**Replacement cycle:** Faculty computer equipment is replaced every 3.5 to 4 years, on average, based on need. All replacements assume that the existing equipment is exchanged when the replacement is made. Faculty interested in purchasing their replaced hardware may request to do so when requesting an upgrade; requests will be granted if no on-campus need exists for the returned equipment.

**Platform:** The standard computer platform for new computers is a single processor PC or Mac with a media writer, Windows/Mac OS, and Microsoft Office. Requests for hardware or software that differs significantly from the standard will be discussed with the department head and/or appropriate Dean or Director for approval. Note that Windows desktop PCs will continue to be loaded with Windows XP this year, laptops will have Vista and Macs will have Leopard.

**Microsoft Office version upgrades:** Office 07 for Windows and Office 08 for Macs are now available. There are substantial differences in both packages from current versions. Windows computers will be loaded with Office 07. On Macs we will load Office 08, please mention if you require a different version in your request. Note that the new versions of

However, email attachments may need to be saved and then opened depending on which version you have and which version the attachment was written in.

**Notification and delivery:** If you don't hear from me shortly after you make your request, we'll go ahead and schedule your computer replacement. A representative from the Help Desk will contact you to schedule a convenient time to do this between May and early August. For those who make requests after April 11, installations may not occur until the fall.

**Academic staff and new faculty:** For department heads, if you have staff in your department who need computer upgrades, please include those requests. If you have new faculty starting in the fall, please have them contact me as soon as convenient after they are hired to discuss their computer needs (that reminder is also in the contract letter they receive from the Dean of the faculty). Please urge new faculty not to wait until they arrive on campus to do this so we can order and install their equipment prior to their arrival.

**Workshop on computer and data security:** Each person receiving a new computer this year will be requested to attend a brief workshop on computer and data security. Times and locations will be sent at a later date; please plan to attend.

**Classroom technology requests:** If you plan to use a classroom next year or know of one that is not equipped with the technology you need, please include a description of the equipment and the need and we will do our best to fill it.

Please feel free to contact me if you have any questions. Thank you.

Name \_\_\_\_\_

1. What can't you accomplish with your current computer that a replacement machine will facilitate? Are you requesting a desktop or laptop, PC or Mac? This will help us determine what features your replacement computer needs to have.

2. Is there any additional software or hardware above and beyond the standard platform you need to accommodate this (these requests will be forwarded to the appropriate Dean or Director's office for funding)?

3. How will this request support your teaching and/or research?

4. In order to prioritize the timing of computer installations, please describe the urgency of this request and whether the replacement is needed in spring, summer or fall.

5. Please describe any classroom technology needs you foresee for the coming year.