

Application for Creation, Renovation, or Change Of Information Technology Labs or Classrooms¹

This form must be completed anytime someone (faculty, staff, or administrator) proposes to alter an information technology lab or classroom. The proposed alteration may consist of hardware, software, peripheral devices (including printers), and furniture. Depending upon the nature of the proposed change, additional information may be requested for a full consideration of the proposal.

What room is affected by this proposal?	Who is initiating the proposal? Email address:
Briefly describe the proposed activity.	
WHEN ANY OF THE FOLLOWING TECHNOLOGY IS BEING CHANGED, NOTE THE EXISTING TECHNOLOGY AND THE PROPOSED CHANGE.	
<p>The technology currently installed in the room consists of:</p> <ol style="list-style-type: none"> 1. Number of computers _____ 2. Type of computers _____ 3. Number of printers _____ 4. Type of printers _____ 5. Software _____ 6. Other peripheral devices _____ 7. Furniture _____ 	
<p>The proposed technology to be installed in the room consists of:</p> <ol style="list-style-type: none"> 1. Number of computers _____ 2. Type of computers _____ 3. Number of printers _____ 4. Type of printers _____ 5. Software _____ 6. Other peripheral devices _____ 7. Furniture _____ 	
<p>What faculty discipline(s) will be affected by the proposal?</p> <p>Contact person for each affected discipline:</p>	

¹The proposed change may be as a consequence of a regularly scheduled (three or four year) update of an existing lab/classroom or in the creation/decommissioning of an existing one.

Has the computer center staff had an opportunity to comment upon this proposal?

- 1. Yes
- 2. No

Is the proposed room currently wired for access to the campus network?

- 1. Yes
- 2. No

Is there an appropriate number of connections for the number of computers and peripheral devices that will be used in this room?

- 1. Yes
- 2. No

Have the affected division heads have had an opportunity to review and comment on the proposal? Do they agree or disagree with the proposal?

Agree
Disagree

Division Head, Business & Engineering

Agree
Disagree

Division Head, HDFS, Education & Social Science

Agree
Disagree

Division Head, Arts & Humanities

Agree
Disagree

Division Head, Mathematics & Natural Sciences

Has the Faculty Senate's Information Technology Committee has had an opportunity to review and comment on the proposal. Does the committee agree or disagree with the proposal?

Agree
Disagree

Chair, Information Technology Committee

Approvals:

Approve
Disapprove

Director of Business Services

Approve
Disapprove

Director of Academic Information Technology