

Procedures for Implementation of College Policies Concerning Technology Classrooms

POLICY: It shall be the responsibility of the faculty, programs, and divisions to identify the technology required for the instructional use of information technology laboratories. The computer center staff should be consulted during the deliberation about appropriate technology but it is the choice of the faculty, programs, and divisions involved whose preferences should be honored.

In the event that a program faculty (or program faculties in the case of shared facilities) is unable to arrive at an agreement over issues surrounding the establishment and maintenance of a teaching lab, the affected Division Head(s), in consultation with the program faculty and the academic administrators, will be responsible for making the decision.

The academic administrators at Penn State Altoona are the dean, the associate dean, and the assistant dean.

Adopted May 2001

A suggestion to create, renovate, or decommission a technology classroom may originate with faculty, staff or administrators.

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Prepare a written proposal in which the room to be converted is specified, the involved faculty identified, the desired technology configuration noted, and the means for funding cited. This is to be prepared by the person or group initiating the request. The proposal should be submitted to:

- Director of Business Operations (Denny Stewart)
- Director of Academic Information Technology (L.A. Wilson II)
- Division Head whose faculty are using or are to use classroom.
 - Chair, Information Technology Committee

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The Director of Business Operations is to check the request against the existing strategic plan for academic computing to insure that the request is anticipated by the plan and that funding is available to implement the requested change.

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The Director of Academic Information Technology is to consider the request in light of the existing strategic plan for information technology and determine whether revisions to the plan are required in order to honor the request.

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The Division Head is to insure that all faculty within his/her division affected by the proposed change are informed and given an opportunity to comment on the proposal.

The Division Head and faculty may comment (in writing) to either the Director of Business Operations or the Director of Academic Information Technology.

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The Chair of the Faculty Senate's Information Technology Committee is to make sure that all faculty affected by the proposed change are informed of the proposal and have an opportunity to comment on it.

The Chair shall submit (in writing) comments on the proposal and an assurance that all affected faculty have been consulted to either the Director of Business Operations or the Director of Academic Information Technology.

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The Director of Business Operations and the Director of Academic Information Technology will meet to consider the results of the consultation with faculty and division head(s). If there is a general consensus that we should proceed with the proposal and the proposed development is part of the existing strategic plan for information technology, the Director of Business Operations will schedule the work to be done at an appropriate time.

If the proposal is not anticipated by the existing strategic plan for information technology, it will be referred to the Strategic Planning Committee for Information Technology for its consideration. An attempt will be made to incorporate the proposed change at the earliest time consistent with the existing plan or its revision.

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The Director of Business Operations will inform the Division Heads and the Director of Academic Information Technology of the scheduling of any alternations, revisions, or enhancements to any technology classrooms.

NOTE: Time is of the essence in considering requests for technology change. It is expected that those requesting changes in technology will pay close attention to the calendar so that changes can be achieved during summers or winter break. Those reviewing and commenting upon requests are encouraged to do so in a timely fashion.