

 <p>Category: Information Technology</p> <p>Applicable for: Instruction & Technology Services</p>	<p><i>Procedure/Guideline Title:</i></p> <p>Computer Replacement</p> <p>Effective Date: 11.16.2016</p> <p>Prior Effective Date:</p> <p>Enabling Act: Technology Steering Committee Approval</p>	<p><i>Number:</i></p> <p>034.TS.101</p> <p>Owner: Technology Steering Committee</p> <p>Responsible Office(s): Technology Services</p>
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Background

As an institution of higher learning, UC Clermont both uses information technology and supplies it to the members of the university community. This policy has been developed to create a framework that ensures an effective technology infrastructure for all faculty, staff, students and visitors at the college. The primary directive of technology at UC Clermont is to support, promote and enhance the learning process.

As per the University of Cincinnati's policy on Information Technology, all operating units that use information technology shall be responsible for:

- Developing and implementing, when appropriate, additional IT policies, guidelines or procedures specific to their academic or administrative units.

Procedure

Student Lab Computers

The following computer labs/student labs are covered under this section;

- Peters-Jones 104 (Open lab)
- Peters-Jones 116
- Peters-Jones 117
- Peters-Jones 209
- Library

- Snyder 154
- Snyder 155
- Snyder 156
- Snyder 160
- Snyder 162

- McDonough 150
- McDonough 210
- McDonough 100/110 (Learning Center, student)

- UC East 160
- UC East 185
- UC East A140
- UC East A160

Technology Services will be responsible for implementing a scheduled rotation plan for these labs. Each lab will contain student computers that are no older than five (5) years of age. The upgrade plan will be staggered so that the budgetary impact can be managed and not all the labs will need to be upgraded at once. The final decision for funding sources for these computers is at the discretion of the college Business Office.

Technology Services will identify a standard hardware configuration that meets or exceeds current instructional requirements. This standard configuration will be used in as many computer labs as possible. In some instances, it may be necessary to have several configurations to meet the needs of a program that requires a higher level of computing power. Consideration will also be given to industry standards and configurations to ensure that the college is providing its students with new and emerging technologies.

The student computer lab upgrades will take place during the summer months. It is the responsibility of Technology Services to ensure that all computer installs are complete prior to the start of school in the fall.

When new hardware is placed into service the old equipment will be returned to Technology Services where it will be either reconfigured and returned to service or disposed of using University surplus procedures.

***NOTE:** The above rotation policy also applies to instructor workstations in the computer labs and instructor workstations found in UC Clermont classrooms.*

"Other" Student Lab Computers

The following labs are examples of "other" labs, areas or departments that provide student computers. This is not a complete list;

Art Lab	Biology Lab(s)	Chemistry Lab(s)
Geography Lab	Physics Lab	Student Government
The Lantern Student Staff	Testing Services	

Technology Services will be responsible for implementing a scheduled rotation plan for these labs using reallocated computers. Each year these labs will be reviewed based on age, functionality and use of the computers. Technology Services will consult with the appropriate faculty, department chair or unit head about the computers in these spaces. After a review of "reclaimed" computers is complete, the machines will be refurbished as needed and installed in the appropriate lab. Any required hardware upgrades needed for basic functionality for these computers is the responsibility of Technology Services.

The reallocation of computers in these labs will typically take place during the summer months. Every effort will be made to have the computers upgrades complete prior to the start of school in the fall, but priority will be given to the student computer labs.

All old equipment will be returned to Technology Services where it will be either reconfigured and returned to service or disposed of using University surplus procedures.

Full Time Faculty Computers

Technology Services will be responsible for implementing a scheduled rotation plan for full time faculty computers. The rotation schedule will ensure that no faculty office computer will be older than five (5) years of age. The upgrade plan will be staggered so that the budgetary impact can be managed and not all office computers upgraded at once. The final decision for funding sources for these computers is at the discretion of the college Business Office.

Technology Services will identify a standard hardware configuration that meets or exceeds the instructional requirements of all full time faculty, across all disciplines. Consideration will also be given to industry standards and configurations to ensure that the college is providing its faculty with new and emerging technologies. The faculty computer rotation schedule will be primarily focused on age of the existing computer. Limited consideration will be given to special needs computing due to the fact that the standard configuration should exceed the needs of faculty at the time of purchase.

The faculty computer upgrades will take place during the months of July-December. Faculty teaching computer related courses at UC Clermont will be given priority install consideration. After that, machines will be installed based on critical need due to impending failure or as needed.

When new hardware is placed into service the old equipment will be returned to Technology Services where it will be either reconfigured and returned to service or disposed of using University surplus procedures.

Newly Hired Full Time Faculty Computers

All new full time faculty will receive a computer for use at UC Clermont. Several scenarios exist for the type of machine a new faculty member may receive.

1. An incoming full time faculty hire can pre-negotiate a computer configuration that does not match the campus standard for that year. This configuration is agreed upon by the incoming faculty member, the college Dean and Technology Services. While the campus standard is to use a Windows based computer, faculty may request an Apple computer for their office. Funds for this purchase will be budgeted for by Technology Services at the request of the college Dean.
2. If there is a pool of existing reclaimed faculty computers, the new faculty person will be given one of these provided the age of the reclaimed computer is no older than three (3) years of age. Once given this type of computer, the new faculty

member will be eligible for upgrade with their computer's "age" group the next year.

3. If there is no pool of existing reclaimed faculty computers, the new faculty person will be given a new computer that matches the current faculty standard for that year. Funds for this purchase will be budgeted for by Technology Services.

Upgrades to existing Full Time Faculty Computers

Technology Services will review "off year" requests for system upgrades as well as individual requests submitted by individual faculty. These types of updates will require initial discussion with/and approval from the Department Chair to ensure that the request is not for personal or convenience reasons. If it is determined that the upgrade is required for the individual to perform basic teaching/research duties, Technology Services will work with Director of Administrative Affairs and the college Dean to determine funding sources.

Adjunct Faculty Computers

Computers installed in adjunct faculty offices are not eligible for the rotational replacement program. Technology Services will provide computers for the assigned adjunct office area and they will serve all adjunct faculty using the space.

Adjunct computers will be provided from a pool of "reclaimed" computers each summer. Each year the status of these machines will be reviewed by Technology Services and upgrades performed as deemed necessary. Every effort will be made to have the computers upgrades complete prior to the start of school in the fall, but priority will be given to the student computer labs.

Full Time Staff Computers

Technology Services will review annually the computer configurations of all staff computers on campus. Whenever possible all full time staff should have an office computer that is no older than six (6) years of age.

Technology Services will implement a scheduled rotation plan for upgrade/replacement of full time staff computers using reallocated computers. The staff computer upgrades will take place during the months of July-December as needed

An annual request will be made by Technology Services for capital funds that allows for a limited number of new systems to be introduced into the staff rotation. Final approval for funding of this request will be at the discretion of the Director of Administrative Affairs and the college Dean.

All old equipment will be returned to Technology Services where it will be either reconfigured and returned to service or disposed of using University surplus procedures.

Related Links

Use of Information Technology

http://www.uc.edu/content/dam/uc/infosec/docs/policies/Use_of_Information_Technology_Policy.pdf

Contacts

Technology Services 513.732.5216

History