

Classroom Technology

Summary/Purpose: This document describes the Classroom Technology Policy for classrooms equipped through the Classroom Technology Fund (CTF). While it is desirable to place equipment within the individual departments, there are a variety of subsequent concerns that must be addressed. These concerns are maintenance, security, access, scheduling, enhancements, and support.

MAINTENANCE

Maintenance is described as the ongoing upkeep of all equipment that has been purchased and installed using CTF within a department.

The group within the university that will handle supported maintenance on equipment is the Office of Information Technology (IT), specifically the Academic Computing (AC) unit of IT. AC will be responsible for maintenance on all equipment installed as part of the classroom technology project. Each department receiving equipment must provide AC with a key (or electronic access where applicable) to the designated classroom so that routine maintenance can be performed. A representative of AC will also serve as the primary liaison between the university and the equipment vendors for any warranty replacement needs.

Each department receiving equipment must designate a departmental representative both to facilitate any maintenance requests and to function as the liaison between the department and AC.

CTF-sponsored maintenance of equipment does not include the replacement of any lost or stolen items; this is the responsibility of the individual departments.

The Office of the Provost, as the wards of the CTF, will work towards setting aside a portion of the fund to be used for maintenance of installed equipment.

SECURITY

Security refers to the ongoing safety and security of all installed equipment which has been purchased through the CTF.

A base level of security will be included with all CTF equipment—this includes locks on all portable carts and lecterns. A key to the lecterns may be obtained from AC. However, as a recipient of equipment via the CTF, the receiving department has primary responsibility for the physical security of the equipment and the replacement of any lost or stolen items. Accordingly, any equipment funded by the CTF will be placed on the inventory of the receiving department.

ACCESS

Access to equipment installed by IT should be based on direct need. The goal of installing technology in the classroom is more than just the actual placement of equipment, but also making it available to professors and instructors who will make ready use of the equipment in their instruction of students.

Any department receiving equipment via the CTF will have primary access to the facilities during standard teaching hours. The host department should make available the facilities to meet other university teaching needs during times when it is not using these facilities to meet its own teaching needs. CTF allocations are made with the understanding that the receiving department will seek to maximize intradepartmental and interdepartmental use of the technology and will promote efficient and fair use. Evidence to the contrary, e.g., lack of use, will affect future replacements, upgrades, and potential new allocations to the department.

SCHEDULING

Scheduling refers to how access to equipment funded by the CTF will be facilitated.

IT will maintain a Web site (see www.olemiss.edu/umct/) listing the locations of all CTF classrooms, the available equipment, and number of seats to assist the central administration scheduling agent. Departments and the central administration scheduling agent should make every effort to maximize use of CTF facilities when making scheduling decisions.

TRAINING

Training refers to the ongoing training of faculty and instructors on installed equipment within departments which have CTF classrooms.

In order to best prepare faculty to use the equipment installed in classrooms by the CTF, a two-tier training structure will be implemented.

First tier: Local Departmental Experts

Each department receiving equipment should designate a “local expert” who will be available to answer immediate questions about how the equipment is used. (This information will also be posted near the installed equipment and made available online.)

Second tier: The Office of Information Technology

IT will be responsible for scheduling multiple training opportunities for each type of equipment installation option funded by the CTF. These training seminars will be provided at the beginning of each semester and at several other times throughout the semester.

ENHANCEMENTS

“Enhancements” refers to the ongoing technology upgrades and enhancement requests in CTF and non-CTF classrooms.

There are three primary alternatives for requesting classroom technology enhancements:

Annual CTF Request

Annually, the Office of the Provost will contact academic administrators about CTF opportunities along with instructions for submitting requests electronically. Working with the Office of the Provost, the Instructional Technology Standing Committee reviews each CTF request against the available CTF budget and makes recommendations.

Other CTF Request

When departments have immediate needs for classroom technology enhancements and would like CTF support, the academic administrator will contact the Office of the Provost. IT may be engaged to assist with the budget and schedule timelines amid other technology initiatives.

Non-CTF Request

When departments have needs for technology enhancements with funding support, the department may contact IT, if assistance is required beyond the local department experts.

For each alternative, Facilities Planning may be initially engaged when changes to the facilities are required. Some examples include renovating buildings, replacing furniture, and remodeling classrooms.

IT will make every effort to accommodate approved requests for classroom technology enhancements in a timely manner. In the majority of requests, classroom technology initiatives require the assistance of Facilities Management for electrical wiring; IT Telecommunications for network and cable wiring; and external vendors for the technology installation as well as procurement restrictions that extend a project. While IT will assist each department with setting the appropriate turnaround time expectations amid other technology projects, departments are encouraged to provide IT with advance notice, so discussions about realistic timelines can begin early in project.