

Guidelines for Ed Tech Allocation 2009/2010

This document provides information and definitions to help you submit your request using the correct form and with appropriate consultation and assistance along the way. It includes definitions of each type of request and brief descriptions of the criteria used by the committees that rank the numerous worthy requests received each year.

New! Be advised that the computer replacement cycle is being changed to a 4 year cycle for all College computers including the student labs. This will eliminate the 3 year replacement cycle for student computers and some employee computers. This process will take a minimum of two years to complete.

Submit your requests online, at the site <http://opcap.douglas.bc.ca> . You can also find this by going to either the CEIT or the Finance department pages; they will have links to "Capital Requests." The capital request page is only available from on-campus networked computers. It is not available from off-campus or via the wireless network.

Instructions are provided on the web page. If you have questions or problems, please phone the helpdesk at local 5330 or contact Paul O'Connor via email at occonnorp@douglas.bc.ca or at local 5236.

EXCLUSIONS:

Big ticket items

Requests of over \$10,000 must go through the Ed Tech Project Process and purchases related to such projects cannot be approved if they have not received project approval from TPMC. Contact the appropriate CEIT manager for assistance.

PCs for new positions

It is usually not necessary to submit a capital budget request for a computer for a newly created staff position. This funding is identified when the position is created. For a newly created faculty position, complete the ADDITIONAL PC-EMPLOYEE USE form. Check with Chris Worsley in Finance if you are in doubt or have questions about this.

Steps in making an Educational Technology Capital Request:

1. Determine the nature of your request; the steps to follow are slightly different for personal computers than they are for software, learning technologies and peripherals.
2. For personal computers, choose:
 - a. **AUTOMATIC REPLACEMENT (TAKE NO ACTION)**
If you want a replacement of a current personal computer for employee use, check to see if it is on the automatic replacement list for this year. The list is available at <http://opcap.douglas.bc.ca>. If your computer is scheduled for automatic replacement, you do not need to take any further action and your computer will be replaced with a desktop computer.

b. EARLY REPLACEMENT OF PERSONAL COMPUTER

If you want to request an EARLY REPLACEMENT of an employee-use computer, submit an online request including the reasons your current equipment is no longer suitable and why a new computer would better meet your needs. Print and get the authorized signature. No ranking is required.

New! Please note that due to the transition to the 4 year replacement cycle for all computers, the criteria for allocating early replacements will be much more stringent.

c. ADDITIONAL PC—EMPLOYEE USE

If you want an additional personal computer for a location or person that does not currently have a computer, submit an online request including responses to all the questions. Print and get the authorized signature. No ranking is required.

d. SUBSTITUTE PC TECHNOLOGY

If you want to request replacement of an existing personal computer with a DIFFERENT type of personal computer, for example, replace a desktop PC with a laptop PC. No ranking is required.

e. ADDITIONAL PC—STUDENT USE

For personal computers for student use, submit an online request including responses to all the questions. Print and get the authorized signature. No ranking is required.

While the personal computer requests do not need to be ranked, the forms must be printed, signed and submitted to Chris Worsley, Director of Finance by the deadline of Tuesday February 3, 2009.

Reallocation of computers:

Each computer is the property of Douglas College and the College reserves the right to reallocate any user's computer should that user be assigned a new computer. This is regardless of the budget in which the original computer was purchased from. **Furthermore, a PC shall not be reallocated within a Faculty or Department without prior consent from CEIT.**

New! Due to the move to a 4 year replacement cycle, we do not anticipate any reallocations of 3 year old computers.

3. For SOFTWARE, LEARNING TECHNOLOGIES or PERIPHERALS requests, please consult with CEIT and then:

- a. Fill in the appropriate online request form
- b. Print the request form that is e-mailed to you
- c. Have your department/faculty RANK the requests in three lists: learning technologies, software and peripherals
- d. Get the Dean or Director or other signing authority to sign the request form
- e. Submit all forms to Chris Worsley, Director of Finance by the deadline of Tuesday February 3, 2009.

Requests that are submitted online but not matched with a signed piece of paper on February 3 **will be IGNORED.**

DEFINITIONS AND INFORMATION ON THE REQUEST ADJUDICATION PROCESS

In the sections below, the four broad categories (personal computers, peripherals, learning technologies, software) are defined, and the criteria used to rank the requests are described.

PERSONAL COMPUTERS

Definitions:

Types of personal computers.

Employees may choose between a standard Windows desktop, Windows laptop or Windows tablet computer as suitable to their needs. Technical information on current models is available on the Capital Request website under STANDARD PCs (in the left pane). Purchase of Macintosh personal computers will be limited to uses not available in the Windows environment, and requires you to select “other” from the list and provide a justification. Please consult with CEIT prior to requesting a Macintosh as very few of them are approved.

***New!* Replacement Cycles.**

In the past, computers at the College were replaced after 5 years. During their time at the College, they were sometimes reallocated after 3 years, i.e. computer lab PCs. This year, we are moving to a 4 year replacement cycle for all college computers. **There will be no more reallocations of 3 year old computers.**

The transition to a 4 year replacement cycle will take a minimum of 2 years to complete. In the upcoming year 2009/10, the focus will be on replacing all 5 year old machines with new computers. 4 year old computers will be replaced, budget permitting.

Personal Computers for student use.

Please consult with Allan Pukila in CEIT before requesting additional computers for student use. Addition of computers that will result in a single location containing more than ten computers is considered to be establishing a student computer lab and requires committee approval.

Replacement of existing student-use computers will be changed to an automatic 4 year cycle effective 2009/10 fiscal year.

Criteria used for decision-making.

College planning documents make references to the objective of reaching a ratio of one personal computer for every regular faculty member. This will be a factor in making decisions approving requests for additional personal computers. Other factors in determining the priorities among such requests include the number of people who will use the computer, how frequently it will be used and whether there is an easily available alternative.

PERIPHERALS

Definitions:

You may request a printer or scanner. Be sure to include the specific type of printer or scanner requested and a clear rationale.

You may also request other peripherals. Be sure to consult with Allan Pukila of CEIT before submitting a request for other peripherals. He can help you determine whether to request it under peripherals or learning technologies.

Criteria used for decision-making

The primary factor in approval of printer and scanner requests is the availability and convenience of an equivalent alternative printer or scanner.

For other peripherals, the same criteria are used as for learning technologies.

LEARNING TECHNOLOGIES

Definitions:

Learning technologies include projectors, audio and video equipment and any other equipment used in the classroom that is not specifically a computer, printer or scanner. There is a detailed list of standard learning technologies and their descriptions, on the operating capital website, under the link **Standard Learning Technologies** (in the left pane). Please consult with Rob Linschoten of CEIT before proceeding with the request process if your request is not part of the Standard Learning Technology list, or requires modification from the configurations described on the list.

New! eClassrooms.

It will take just two more fiscal years (2009/10 and 2010/11) to upgrade all the remaining classrooms at both campuses to eClassroom status. Unless room geometry or instructional requirements dictate otherwise, all new installations will be *full eClassrooms*. **Thus, there are no forms for “Laptop-Ready”, “upgrade to full eClassroom” or “full eClassroom” this year.**

The focus in the 2009/10 fiscal year will be the A and B buildings at David Lam. There will be a list of the room numbers on the <http://opcap.douglas.bc.ca> site. If your room of interest is *not* on the list, send the room number and a brief explanation to Rob Linschoten, (rob_linschoten@douglascollege.ca) for further investigation. In the third year (2011/12) we will start the process of upgrading earlier versions of technology-enabled classrooms to the current standard, including upgrading some Laptop-Ready to full eClassroom status.

Please note: because of the scope of the project, the 2009/10 installations may not all be completed by the start of the Fall semester.

Criteria used for decision-making

Replacements of items at the end of their useful lives receive highest priority. For other items, the impact of the purchase is the main criterion. Impact is quantified using the number of students and employees impacted, the impact on College program offerings, the availability of alternatives, the cost (with lower cost items being easier to justify). Compatibility with College plans and strategies including the Educational Technology Plan is required. Departmental rankings have significant weight.

SOFTWARE

Definitions:

For software to be eligible as a capital expenditure, the cost of the purchase must exceed \$1,000. This may be a total for one license or for a group of related licenses such as a classroom set.

Please consult with Allan Pukila for assistance on whether the desired software will work on the College network, for help in determining software licensing requirements, and for assistance in securing the best prices. If you do not consult with CEIT, it can significantly reduce your chances of having a software request approved. Software license agreements may also fall under the operating budget, and may be purchased with departmental or Faculty Ed Tech capital.

Criteria used for decision-making

The impact of the purchase is the main criterion. Impact is quantified using the number of students and employees impacted, the impact on College program offerings, the availability of alternatives, the cost (with lower cost items being easier to justify). Compatibility with College plans and strategies including the Educational Technology Plan is required. Departmental rankings have significant weight.

Annual renewals of software license agreements are usually part of the operating budget.

WHAT HAPPENS AFTER THE DEADLINE?

Subcommittees of TPMC (Technology Planning and Management Committee) and ETF (Educational Technology Forum) will meet after capital budget requests have been submitted to consider and rank each individual request on the basis of the approved criteria. An overall recommendation is submitted to ETF and to TPMC. The overall recommendations are discussed and commented on at ETF and TPMC, then forwarded to Senior Management Team and the College Board for budget approval. After the April Board meeting, users whose requests have been approved will be contacted with information on ordering and delivery of the items.

Based upon submissions for this year's Educational Technologies requests the subcommittees will re-evaluate the effectiveness of the criteria and make recommendations for next year. The process is also reviewed each year with an eye to ensuring that it is smooth and transparent.