

## **College of Education Computer/Technology Refresh (Effective July, 2014)**

### OVERVIEW

Computer Refresh (CR) is an annual project to ensure a proactive approach to replacing aging desktop and laptop computers used by ISU College of Education faculty and staff. The primary goal of this project is to ensure faculty and staff have the appropriate computer hardware to support academic scholarship and achievement, as well as increase productivity and efficiency while supporting the ISU community. CR aims for a regular refresh cycle of 25 percent of the computers annually to ensure that all CR eligible computers are on a four year refresh cycle.

### GENERAL COMPUTER REFRESH

The College of Education will refresh the primary computer used by full-time employees in the college and will provide access to computers and refreshes at its discretion for part-time positions, student workers, research, supervision, labs, laptop carts, spares, or other purposes. If a faculty or staff member is in possession of more than one COE computer, only the one designated as the primary will be on the refresh list and as of July 1, 2014 only one computer per faculty/staff member will be supported unless prior approval occurred. If the primary computer has not been designated, the faculty or staff member will be asked which one is the primary. That computer will then be designated as the primary in the inventory database. Non-primary computers purchased prior to July 1, 2014 will be supported until they are deemed by the COE Tech Team to be no longer reasonably serviceable. Non-primary computers purchased after July 1, 2014 will not be supported unless prior approval was granted (see computers funded through grants).

Computers to be refreshed must meet at least one of the following criteria:

- COE Tech Team recommends replacement (due to hardware failure or other factors)
- Job duties have significantly changed requiring a new computer with current capabilities
- The computer is at least four years old

When a computer is replaced according to the criteria above, the COE Tech Team will assess the machine and determine if it has the specifications necessary to be used effectively in the college. If the computer can be used, it will be rebuilt and distributed as needed. All decisions are subject to approval from the dean.

The college inventory coordinator maintains a computer inventory list indicating the purchase date of all computers and displays. This inventory list is used to determine which

computers will be refreshed during each year.

New faculty will receive a new computer; they will receive either a new or current external display depending on availability.

Once an employee has an external display, he or she retains that display unit until it fails or is no longer compatible with the standard model; only the computer will normally be replaced during a computer refresh.

Requests for equipment outside the standard configuration for a full-time employee will be made through the unit head to the dean via the Technology Exception Form (link below). The unit head, in consultation with the dean, will determine if these exceptions are appropriate. Before the equipment is ordered, the purchasing unit will notify the COE EdTech coordinator to verify the equipment's compatibility with standard computer configurations.

Technology Exception Form:

<https://survey.illinoisstate.edu/coe/teachered/TakeSurvey.aspx?SurveyID=l2K07l5K>

The COE Tech Team will select two laptops (one Windows, one Mac) from the standard recommended configurations established as part of the mass purchase agreements the university makes with its approved university vendors. The EdTech selections will be based on a number of variables, including consultation with faculty/staff, reliability, and efficiency of manufacturer support/repair. (*See Appendix A for the College of Education FY 14 configuration*)

Selections will be updated once per year, as new models are released from university-approved vendors

Exceptions to the refresh policy may be made due to financial conditions, changing job requirements, or other factors at the discretion of the dean.

#### PROCESS FOR COMPUTER REFRESH

1. Faculty and Staff will identify their primary computer.
2. The College of Education Inventory Coordinator will retrieve the oldest 25% of primary machines in the College.
3. The Dean, in consultation with the unit heads, will make any necessary adjustments and approve the list.
4. The computers will be ordered, received, and configured.
5. Faculty will be contacted to schedule an appointment to refresh their current

primary computer with the newly-configured replacement computer. The replaced computer will be collected and placed in tech storage until its future viability is determined.

### POOL COMPUTERS

As of June 1, 2014, computers currently issued to retired individuals or non-permanent NTT's will be reclassified in our master database as POOL computers loaned out to these individuals. Retirees and others that chairs, directors, and deans designate as having temporary employment with the university and needing the use of a computer will be given "use" of a computer during the time they are employed by the university. This will be noted in the database as well. Again, these computers will belong to a pool of computers and will be moved around depending upon the need of the departments/units or College.

The COE Tech Team will hold, maintain, and upon the recommendation of departments/units, issue pool computers for the following purposes:

1. Issued temporarily (loaned) for replacing computers that are non-functional and under repair
2. Issued to individuals (loaned) that are temporarily hired on an annual or semester basis (retirees, NTT's) needing the use of a computer during their time of employment
3. Issued to faculty/staff (loaned) that need a laptop for travel (present at conference) if they currently don't have one.
4. Issued to faculty/staff as a permanent replacement for those computers permanently taken out of service

Note: Pool computers will be replaced on the same replacement schedule as others

### COMPUTERS PURCHASED THROUGH GRANTS

The College of Education recognizes that in order to be competitive for some grants, in-kind matches of technology may be necessary. This practice should not be discouraged. Prior to submitting a grant, any potential technology purchases included in a grant should be coordinated and approved by the Associate Dean (Barb Meyer) and the Assistant Dean (Ken Fansler).

Once a grant is received, any potential technology purchases must be discussed with both the Associate Dean and Assistant Dean. These discussions must take place in order to accurately provide a support structure. Should technology purchases occur without these discussions, the College will not be responsible for supporting the technology. In other words, grant awardees should not purchase any technology without prior approval from both the Associate Dean and Assistant Dean.

Any technology purchased with grant funds must fall within the recommended purchases

with approved university vendors. If technology outside the recommended purchases is requested, the Technology Exception Form must be completed for approval before a purchase can be made.

Upon receipt of grant funds and prior to the purchase of technology using grant funds, the grant awardee will need to coordinate the purchase with the Associate Dean and Assistant Dean in order for accurate tracking to occur.

Computers and other technology purchased with grant dollars are tagged by the university and are thus property of the university. If an individual purchases a computer with grant funds, the computer will be identified in our master database as a GRANT COMPUTER and be temporarily issued (loaned) to grant awardees for the life of the grant. The beginning and end dates of the grant will be recorded in the master database. Should an individual use a GRANT COMPUTER in multiple grants, the computer will be recorded as loaned to that individual until the last grant has expired. Upon the expiration of a grant, the computer will be returned to the GRANT COMPUTER pool and be available for reissuing to future grant awardees or be taken out of service if it is 4 years or older.

#### GRANT FUNDED POSITIONS

Unless otherwise recommended by Department Chairs/School Directors or the Dean of the College of Education or his/her designate, computers and other technology purchased with non-grant revenue (general revenue, foundation, etc) for grant funded positions will not be replaced once the grant has expired.

## APPENDIX A: FY 2014 Recapitalization Configurations

### **Computer**

Type	Manufacturer	Model	Processor	RAM (GB)	Hard Drive (GB)	Screen Size	Warranty
Laptop	Dell	Latitude E7440	Intel i5-1.6GHz	8	256 (SDD)	14"	3 yrs
Laptop	Apple	Macbook Pro	Intel i7	8	750	13"	3 yrs

### **Peripherals**

Item	Manufacturer	Model	Notes
Display	Dell	P2213	22" monitor with rotating display, 2 USB ports, Display port, VGA, and DVI inputs
Docking Station	Dell	Dell E-Port Replicator: XX6F0	Dual Link DVI, 130W power supply
Stand	Fellowes	Smart Suites Laptop riser	4 Port USB hub included
Keyboard & Mouse	Logitech	<a href="#">MK550</a>	Wireless, ergonomic

### **Optional Peripherals - to be purchased by department**

Item	Manufacturer	Model	Notes
Printer	Brother	HL-2240D	TN-450 cartridges, 24ppm, black & white only
Printer	Brother		