

Technology vs. Equipment

Filling Out the List of Resource Requests on Your Program Plan

We hope that the following definitions and examples will guide department chairs and faculty writing their program plans in understanding what to list under equipment and what to list under technology needs.

“The program plan template requires that any technology requests be identified and linked to program needs and, where appropriate, to the strategic objectives. These technology requests are consolidated and sent to TechCAP for review and prioritization. To focus on the prioritization and resource allocation process, TechCAP formed a work group (Technology Resource Allocation Committee or TRAC) to perform this task. TRAC’s recommended prioritization and accompanying rationale are sent back through TechCAP for final review and acceptance.”

- ❖ **Technology** is considered any computer hardware and infrastructure that either directly or indirectly affect instruction and services within the college.

Examples of technology include: Computers, computer peripherals, printers, monitors, projectors, document readers, scanners, servers, Wacom digital tablets, etc.

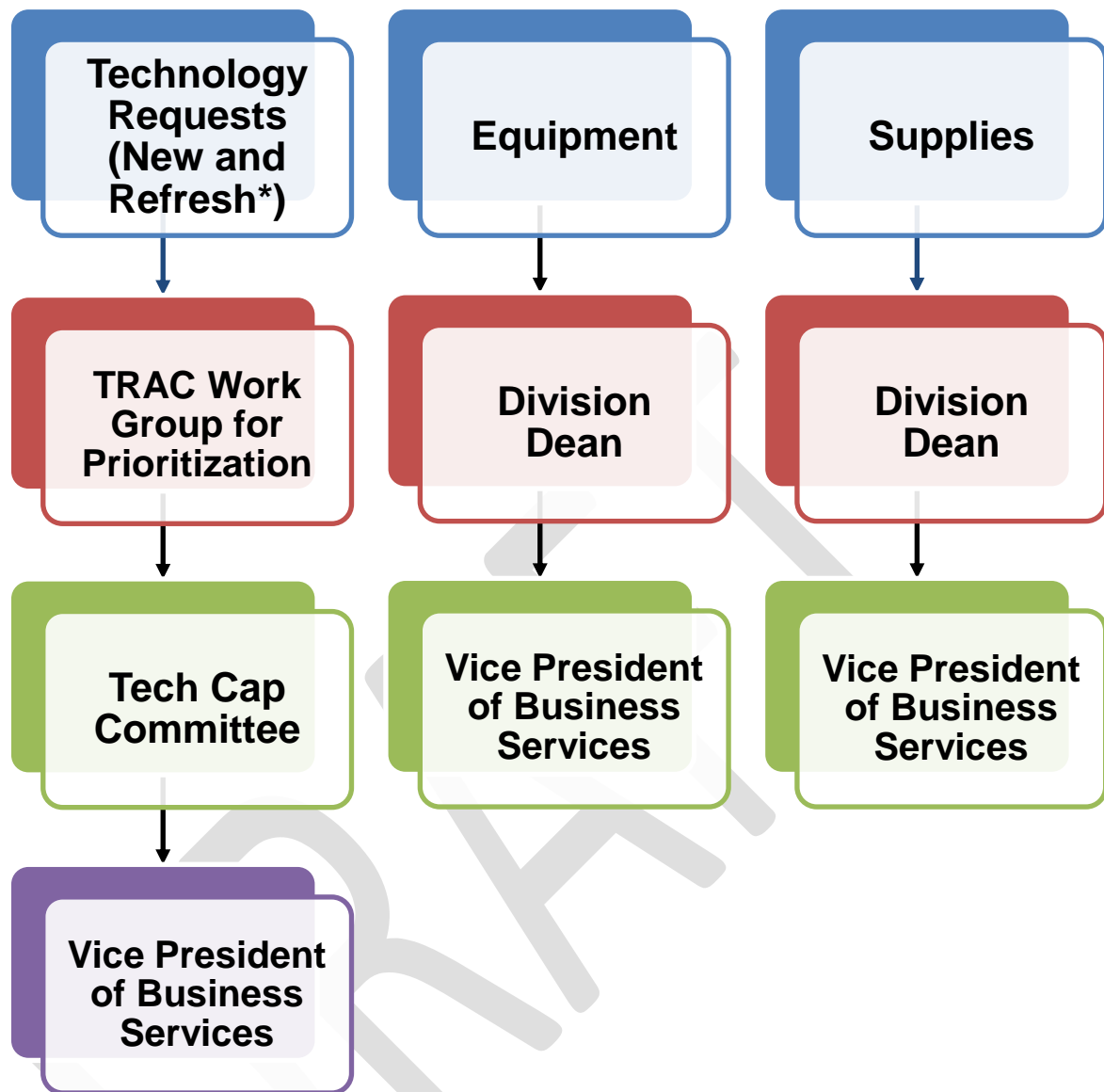
❖ **Technology Refresh Plan:**

Refresh is replacing aging technology. All computers on campus should ideally be replaced /updated every three to four years. Some areas may require replacement more frequently due to higher computing requirements. Whenever possible the computers that have been replaced will be allocated to campus users whose needs can be met by this equipment. This is commonly referred to as “Trickle Down.” Some areas may require less frequent updating due to low level use. A five to six year replacement interval is a realistic time frame.

- ❖ **Request for faculty laptops or desktops** are not under the purview of the Tech CAP Committee therefore they are not considered by TRAC and should be channeled through the division dean to the IT Department

- ❖ **Equipment** is anything that is beyond the current budget of the program and does not require a computer.

Examples of equipment include the following: Interactive key pads, graphing calculators, cameras, ticket machines, software, DVD recorders, etc.



*NEW requests are those which request something in addition to what already exists.

*REFRESH requests are those where updates are required for existing technology

Request for faculty laptops or desktops are not under the purview of the TechCAP Committee therefore they are not considered by TRAC and should be channeled through the division dean to the IT Department. Every five years, faculty and staff computers should be refreshed.