Notes:

1. All new faculty receive their computers as part of Erica LeBlanc department.
2. The department chairs email includes department chairs and program leaders. List can be obtained from Academic Senate Department Chairs committee list.
3. To item 2 above add the DSPS office: Tom Peters (High Tech Training Center Faculty) and Natalie Laille (DSPS Coordinator).

Faculty email:

To: Faculty\_Contract

CC: Peterson\_Steve

Subject: Due March 7, 2016 – Full time Faculty Computer Requests

Dear Colleague,

The Academic Senate Joint Information Services Committee is preparing the annual prioritization of all instructional technology requests. If you would like to request an update or new computer, please submit your request using the Form located here:

<https://docs.google.com/forms/d/1ZwFudEd6SLRT9Q5ZcBHdLJPrwNmy66k7sLchHYHySqM/viewform?c=0&w=1&usp=mail_form_link>

**The deadline to submit Full-Time Faculty Computer Requests is Monday, March 7, 2016.**

In the form please include the following information:

1. The model and the ID tag or serial number of your current office computer.

2. A brief justification of why you are requesting a new computer.

Thank you,

Departments email:

Dear Department Chairs and Instructional Program Leaders,

The Academic Senate Joint Information Services Committee solicits requests for new or upgraded instructional technology from all instructional departments and programs each year.

Instructional technology refers to computer-related equipment and software used to facilitate online or classroom instruction. Instructional equipment needs that do not fall within this definition should be referred to Erica Leblanc: [Leblanc\_Erica@smc.edu](mailto:Leblanc_Erica@smc.edu)

To ensure correctness, please contact Steve Peterson at x4183 for questions and/or concerns before submitting your request.

As a reminder, all full-time faculty computer requests are separate. An e-mail will be sent to all full-time faculty to solicit their request for an office computer.

Please do not include such requests in the departmental or program requests.

Please use the form below to itemize your needs: (Attached is the ISC Criteria and Priorities Document as a reference.)

<https://docs.google.com/forms/d/10NR3YwOg8HPSH9uJtdc35CPUkGH5s6KL-RFcBgGyD1Y/viewform?c=0&w=1&usp=mail_form_link>

**The instructional technology request forms are due Monday, March 7, 2016.**

The Committee then prioritizes the requests and recommends items for purchase the following academic year. Departments will be notified of the Committee's actions by email at the end of the Spring Semester.

Thank you,