

Instructional Support Technology Improvement Form

This form should be completed for any requests related to instructional support technology. The process is as follows:

1. Form electronically completed by requestor
2. Form electronically submitted to LMHSC office
3. LMHSC office will place on monthly IT/AV Team agenda
4. IT/AV Team reviews and if in agreement forwards recommendation to HSC Management Group
5. HSC Management Group reviews recommendation and if in agreement, will budget in the following fiscal year's technology capital budget

Note: All requests must be received by September 30 for the following fiscal year budget. Requests after September 30 will be considered for future budgets.

Contact Name

E-mail

Organization

Department

Request is on behalf of: (List all departments affected)

Room number

Technology requested, along with reason

Intended use of room (current and future)

Is this room

- A specialized lab/room for specific programs
 A general room available to all

Who will benefit? (one or more departments, area can be used others outside of the department)

What cost sharing options are available and how will they be funded?

Requested date for implementation