

## **HSC Audiovisual, Distance Education and Computer Equipment Infrastructure/Utility Replacement Policy**

### **Equipment Considered Part of Building Infrastructure**

Existing audiovisual, distance education and computer equipment located in classrooms, control rooms, and technology closets, along with mobile laptop/projector carts are considered part of the building infrastructure. The maintenance and replacement of this equipment will be funded as feasible through the HSC operating budget.

### **Master List of Equipment**

The IT/AV Team will prepare and maintain a master list of audiovisual, distance education and computer equipment designated as HSC equipment. The list will be organized by replacement year and updated annually by the IT/AV contract holder. Each year the IT/AV Team will review the master list, adjust replacement schedule as needed, and augment it with any new items and appropriate replacement dates for those items.

### **Computer Lab**

HSC partner organizations are responsible to maintain and purchase all other equipment for student use such as computers, monitors and printers. Currently, Western solely uses this lab area.

### **Department Owned Equipment**

Department owned technology in the HSC building is not considered to be part of the building infrastructure. Responsibility for the compatibility, maintenance and replacement of this equipment rests solely with the building occupant and not with HSC.

### **Process for Requesting Additional Equipment**

The IT/AV Team will assess the needs of the HSC technology users on an annual basis when deemed appropriate through a documented means (such as a survey, Academic Team agenda item, etc.).

In addition, a HSC occupant can put forth a request for additional equipment, enhancements or technology improvements. The request form should be completed and forwarded to the IT/AV Team for review. They will review the request and make a determination based on whether or not the request impacts a specific group, a larger group, is standard equipment vs. specialty equipment, cost, etc. Each request will be reviewed on an individual basis and if appropriate, will be recommended and forwarded

to the HSC Management Group (HSCMG). Previously funded requests for one area/department, does not ensure future funding.

By March 1 of each year the IT/AV Team will forward recommended technology requests to the HSCMG to be considered for the upcoming fiscal year. If additional outside funding is available, such as grants, the IT/AV Team will investigate and propose these options with the HSCMG. After considering the recommendations forwarded by the IT/AV Team, the HSCMG will make the final decision on the specific equipment to be replaced in any given fiscal year.

The HSCMG will be responsible for determining whether the requesting department(s) or the LMHSC Inc. is responsible for future maintenance and replacement of non-building infrastructure IT/AV equipment. This decision will be documented in IT/AV Team minutes and users will be informed.

A department(s) need to complete an “Instructional Support Technology Improvement” form for any requests related to instructional support technology. Once completed, the form should be forwarded to the LMHSC office. The IT/AV Team will review these requests at their team meetings and determine if the request should be forwarded to the HSCMG.

*HSC Management Group Approved May 11, 2016*

*HSC Management Group Approved April 20, 2012*

*AV/IT Committee Approved March 16, 2012*

*HSC Management Group Approved March 14, 2008*

*AV/IT Committee Approved November 6, 2007*