

## Reminder: Due March 2 - Departmental Instructional Technology Requests

CAVANAUGH\_JAMIE

**Sent:** Monday, February 16, 2015 5:39 PM

**To:** ADLER\_EVE; ANDERSON\_JAMEY; BAGHDASARIAN\_GAREN; BEARDSLEY\_JASON; BOLANDHEMAT\_FARIBA; BORGHEI\_SUZANNE; BRADFORD\_SHERRI; BURSON\_PATRICIA; CHANDLER\_FRAN; DAVIS\_RONALD; DELPICCOLO\_GUIDO; DOUGLAS\_JUDITH; DRAKE\_VICKI; FEIGER\_TINA; FONSECA\_MARY; FRIA\_CHRIS; FUKUHARA\_GAIL; GARCIA\_TERESA; GRASS\_HEMMERT\_NANCY; GUGLIELMO\_LAURIE; HARCLERODE\_JANET; KLUCKHOHN\_LUCY; LAILLE\_NATHALIE; LOPEZ\_GLORIA; LOPEZ\_MARIBEL; LOWCOCK\_FORD; MARTIN\_JAMES; MARTINEZ\_MARIA; NANNINI\_DANIEL; OIFER\_ERIC; PARISE\_WENDY; RANDALL\_TONI; ROGERS\_JOHN; ROQUE\_ELAINIE; ROTHMAN\_VICTORIA; ROWE\_SANDRA; SAWOSKI\_PERVIZ; SCHULTZ\_CHRISTINE; SCHWARTZ\_ALEX; SINCLAIR\_LINDA; TRIVES\_TONI; TUCKER\_JOY; WILLIAMS\_ERIC; WONG\_BETTY; FURUYAMA\_ROMON; MARTIN\_MONA; DANZEY\_IDA; BENSON\_BRENDA; DEMORST\_WENDI; MULLER\_KATHARINE

**Cc:** CHONG\_JOCELYN; LEBLANC\_ERICA; MERLIC\_JENNIFER; LORENZ\_GEORGIA; TUITASI\_MICHAEL

**Attachments:** 2015-16\_ISC\_ISC\_Criteria\_a~1.pdf (43 KB)

Dear Department Chairs and Instructional Program Leaders,

**This is a reminder that the Departmental Instructional Technology Requests are due by Monday, March 2, 2015.**

The Academic Senate Joint Information Services Committee solicits requests for new or upgraded instructional technology from all instructional departments and programs each year. The Committee then prioritizes the requests and recommends items for purchase the following academic year.

The Information Services Committee encourages all departments and programs to submit new and upgraded instructional technology requests. It is still important for the department to prioritize requests as funds are subject to availability.

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).

Please use the form below to itemize your critical 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](https://docs.google.com/forms/d/10NR3YwOg8HPSH9uJtdc35CPUkGH5s6KL-RFcBgGyD1Y/viewform?c=0&w=1&usp=mail_form_link)

**Please submit your Departmental Instructional Technology Request by Monday, March 2, 2015.**

Before submitting and to ensure completeness, we recommend that you discuss your questions and/or technology requests with Steve Peterson at x4183 before submitting them. A reminder will be sent to you at the beginning of the Spring Semester. Departments will be notified of the Committee's actions by email at the end of the Spring Semester.

As a reminder, all full-time faculty computer requests are separate. An e-mail was sent out to all full-time faculty with instructions on how to submit a request for a faculty computer.

ATTENTION: If you have a technology request that is very urgent and cannot wait until next year, please contact Jocelyn Chong ([CHONG\\_JOCELYN@smc.edu](mailto:CHONG_JOCELYN@smc.edu)), as soon as possible. This could be either hardware or software.

Thank you.

Best,  
Jamie

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Jamie Cavanaugh  
Chair, Information Services Committee (ISC)

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