

Information Services Committee Instructional Technology Planning Request Timeline

1. Beginning of Fall Semester

Funding of previous year's technology requests reviewed along with budget for upcoming year

2. End of Fall Semester

- Emails sent out to all departments soliciting technology requests
- Emails sent out to all full-time faculty soliciting requests for upgraded office computers

3. Third week of Spring Semester

- Deadline for submission of department technology and faculty computer upgrade requests

4. Spring Semester

- ISC prioritizes requests

5. End of Spring Semester

- Recommendations forwarded to the to the District Planning and Advisory Committee for approval
- Emails sent to departments and faculty informing them of the outcome of their requests

6. Summer/Fall Semester

- Approved technology requests implemented