

# Architecture Department

## MEMORANDUM

CAL POLY

California Polytechnic State University  
San Luis Obispo, CA 93407

To: Architecture Faculty  
From: Allan Cooper, Interim Director  
William Benedict, Associate Director

Date: 07/23/04

File:

Copies: Tom Jones, Dean  
K.R. Zweifel, Assoc. Dean  
Steve Spencer  
Dan Feuerstein  
Steve McGhee  
Tom Fowler  
Staff

### **Subject: Computer Policy**

Over the years, based on the pedagogical goals of our curriculum and faculty initiatives, the Architecture Department has worked to provide computers, software, peripherals, and technical support through a variety of funding sources and by following a number of discussed and implied principles. With the steady decline in our O&E budget, it has become imperative that the computer policies be made clear and explicit so that scarce resources can be fairly and effectively directed to meet curricular needs and support faculty initiatives. With this in mind, the following delineates a set of computer policies with the understanding that they will be discussed, evaluated and changed as implementation, funding and curricular needs warrant.

Before identifying these policies it is important to address the issue of funding sources. The University instituted a faculty workstation program a number of years ago and although the number of stations available to each department has varied over the years, the program continues to be the only continuing state supported source for faculty computers.

The computer lab in 05-308 became jointly run by ITS and the Architecture Department in 2000. At that time ITS purchased all new computers for the lab. In 2003 the College Based Fee Committee supported a continuation of the joint operation of the lab by purchasing new computers and desks for the facility.

Prior to 2003, the department had committed to providing computers for fifth year design studios only. In 2003 the College Based Fee Committee purchased computers and scanners for all design studios and with the Landscape Architecture Department hired a computer tech to support studio computers and help students with computer problems. This brings us to where we are today. It is important to recognize that the computers we currently enjoy have come from sources other than the department's operating budget, and that the department receives no replacement equipment funds with which to upgrade or replace outdated or stolen equipment.

### **Policies**

- 1) It is the position of the Architecture Department that students are responsible for purchasing their own computers and software—the department cannot afford to provide students computers and software.
- 2) The computer lab in 05-308 has three major functions: Support software instruction; provide limited student access to work stations; and provide students with limited access to output. The department is committed to maintaining this relationship through June of 2006.
- 3) The computers and scanners provided in design studios are primarily there to support instruction—they are teaching stations. Their secondary role is to provide limited student access. The goal of the Department is to provide the following computer equipment given the availability of funds.
  - a) 1st, 2nd, 3rd and 4th year design studios are provided with one MAC and one 8 1/2"x 11" scanner.

- b) 5th year design studios are provided with two MAC's and one 8 1/2"x 11" scanner
  - c) 1st year design studios are also provided with one overhead camera and data projector
- 4) Output is the responsibility of each student and can be achieved with personal output devices and support at available on- and off-campus facilities. In all cases, it is the responsibility of each student to pay for all consumables (ink cartridges, paper, etc.). Based on this, the printers in the 5th year design studios will not be replaced once they are lost or broken, nor is the department able to continue to provide ink cartridges for existing or replacement printers.
  - 5) The allocation of the limited number of new faculty workstations and the transfer of existing stations will take into consideration the following factors:
    - Age of the existing workstation
    - Capabilities of the workstation
    - Applications used by the faculty member
    - Relationship of computing to teaching pedagogy
    - Faculty need requests
    - a) Faculty workstations come with a set per station allocation. The difference between the allocation and the cost of defined model types that exceed the allocation must be covered by other funds. The Department cannot afford to exceed its allocated budget.
  - 6) The goal of the Department is to provide sufficient key served software to support 05-308, faculty workstations and design studio teaching stations. The choice of software to be provided will be based on recommendations from instructional areas with approval by the Department Head in consultation with the CAED Tech Team.
  - 7) Technical support for design studio equipment and students is provided through the CBF Computer Tech.
  - 8) Technical support for the CAED networks, servers and faculty is provided through the CAED Tech Team.
  - 9) Technical support is only provided for Campus-owned equipment. Personal faculty and student equipment is not supported.
  - 10) Any classroom or design studio hardware or peripheral acquisition, purchasing or support beyond that identified above must be approved by the Department Head in consultation with the CAED Tech Team. The agreement must be based on a written request that defines the following:
    - Hardware and/or peripheral specifications
    - The initial cost
    - The support that will be required
    - The cost of the support
    - The period of support
    - The cost of upgrading or a plan for termination
    - The funding source for upgrading
    - Curricular and educational goals that will be supported
    - a) All requests for discarded, redistributed or donated equipment must be first routed through the Department for approval by the Department Head in consultation with the CAED Tech Team.
    - b) The Department will not provide technical support, peripheral support, or software for computer equipment that has not received prior approval of the Department Head in consultation with the CAED Tech Team.
  - 11) All hardware, software or peripherals acquired for faculty or instruction is the property of the university and is subject to reallocation or reassignment.