Approved by the Faculty Senate, February 13, 2014.

FS 13/14-58/EX   **Policy on the Scheduling, Assignment, and Evaluation of University, College and Department Computer Labs at Sacramento State, Establishment Of:**

The Faculty Senate recommends the establishment of a new policy on the Scheduling, Assignment, and Evaluation of University, College and Department Computer Labs at Sacramento State, effective March 1, 2014.

Purpose:
This policy recognizes that there are three major categories of computer labs within the University that are owned, operated, and scheduled by different entities. These include:

> *1). University Computer Labs;
> **2). College Computer Labs;
> ***3). Department Computer Labs.

The purpose of this policy is to facilitate scheduling that provides balance of access to these Labs for various uses. It specifically addresses potential scheduling conflicts that may arise from the following uses: individual student use for academically related work, course use when technology is embedded in the instructional pedagogy, and faculty single use such as for computer testing purposes.

I.   Policy
   a. Individual student access to computer labs for academic work is a priority, therefore every effort will be made to maintain at least one open lab for individual student use in each area of the campus at all times.
   b. Every effort will be made to increase faculty access to University Computer Labs during high use times (midterms and finals week) for online proctored testing. Students will be notified of any temporary changes to lab previously scheduled as open.
   c. All course sections will designate the specific technology resources they need (such as audio, projection, software, as well as quantity and frequency of use.) This designation will be used by Departments, Colleges, University Space Management, Information Resources and Technology, and others to determine University Computer Lab and College Computer Lab assignments that prioritize courses with computer technology pedagogy to labs with this technology capability.
   d. Departments will first negotiate the scheduling of Departmental and College Computer Lab between departments prior to requesting use of University Computer Labs for all courses that require use of computer technology.
   e. The University Computer Labs may be scheduled for course use when Departments and Colleges have been unable to meet the demand with the current supply of Departmental or College Computer labs.
   f. A minimum of one University Computer Lab will be designated for single-use (occasional) by faculty throughout the semester to facilitate need for flexibility in lab scheduling needs related to hybrid courses, proctored tests on learning management systems, and use of computer technology as an instructional pedagogy.

II. **Procedure for continuous evaluation of computer lab use.**
Data will be gathered from a variety of College and University sources on an annual basis to provide for continuous evaluation of lab use and facilitate informed recommendations for changes in the lab use policy and allocation of technology resources.
   a. Academic Information Technology Committee (AITC) in collaboration with Academic Affairs Information Technology Advisory Group (AAITAG) will evaluate criteria used for determining the need to assign courses to full semester use of college computer labs. These criteria will be evaluated and revised as needed on an annual basis.
   b. Availability of seats in College Computer Labs will be tracked by College level Informational Technology staff in collaboration with AITC on an annual basis for evaluation, planning, and formation of recommendations.
   c. For the purposes of IT resource planning, Colleges will undertake an annual needs assessment at College and Department levels beginning fall 2014 to:
      i. Identify problems in the availability of computer labs for instructional use.
      ii. Identify the emerging needs for the academic/ instructional use of portable computer devices.
   d. To assess student and faculty satisfaction with computer lab availability and quality of service, IRT, AAITAG, and AITC will collaborate in preparing and conducting annual campus surveys of students and faculty.
   e. University Space Management in collaboration with AITC will formulate semester reports detailing which courses were assigned to University Computer Labs and those that requested assignments but were denied.
   f. University Space Management will compile a report to quantify the extent of single-use scheduling by faculty of University Computer Labs and patterns of use.
   g. IRT, AAITAG and AITC will collaborate in an annual review and analysis of the data provided (specified above).

III. **Evaluation and Recommendations**
   a. AITC in collaboration with AAITAG will undertake a review of the assembled data, current policy and procedures to determine if adaptations to the lab use policy are recommended.
   b. AITC will provide an annual report to the Senate based upon this annual review, analysis and findings and bring to the Faculty Senate recommendations for changes that are warranted by the findings of fact.

Carried.

*1. University Computer Labs are those computer labs funded, operated, and maintained by IRT (Informational Resources Technology), and are scheduled by Space Management (e.g., Room 1016 in AIRC). These Labs have a larger volume of seats and the most standardized general usage computer technology.
**2. College Computer Labs are funded, operated, and maintained by College based resources, may be shared amongst the Departments within the College, and are scheduled by the Department (e.g., Mariposa 1013).
***3. Department Computer Labs are funded, operated, and maintained by Colleges/Department based resources and are only scheduled within the department (e.g., Room 1047 in Folsom Hall). Departmental Computer Labs are often small and contain computers and technology (hardware and software) which is very specific to the pedagogical requirements of that department.
The actual list of these labs and their technology is dynamic and constantly changing. Informational Resources Technology (IRT) and Colleges can be consulted for current lab information.