Framingham State University

Technology Enchanced Campus Task Force

Charter:

The evolution of technology is constantly being monitored by the University as part of addressing unmet and anticipated needs associated with the academic and general purpose use of campus facilities. In order to make sure that all available technologies that are relevant to the success of faculty and students are available, the Technology Enhanced Campus (TEC) Task Force of the University Technology Council will conduct annual evaluations of the following technology enhanced spaces on campus:

- Classrooms
- Specialty Labs
- General Purpose Labs
- Library
- McCarthy Center
- Residence Halls

The "TEC" Task Force is chaired by the Director of ITS Service Management and Campus Technology and consists of members from Information Technology Services and the Library with contributing members from Facilities, Registrar's Office, Residence Life and other administrative offices consistent with the need to make properly informed recommendations. Unmet and anticipated needs are identified using a combination of staff expertise, direct faculty input, student feedback and industry best practices. The "TEC" Task Force then makes recommendations to the University Technology Council for introducing, upgrading and decommissioning technology in specified campus locations along with required funding, support and proposed schedule for completion. The University Technology Council will then consider these recommendations and forward on a prioritized list of operational objectives and any requests for additional resources to the University Budget and Planning Committee for approval. The scope and timing of introduction, replacement and upgrades are contingent on available funding, expertise and personnel.

Schedule:

January
- Identify Unmet and Anticipated Needs
- Specify an Agreed Upon Supplier and Configuration for Designated Locations
- Obtain Quotes from Technology and Service Providers
- Determine Resources Required (One-time and Ongoing Costs, Personnel with the Expertise to Implement and Support, and Time)

February
- Present Recommendations to the University Technology Council
- Prioritize Recommendations Based on University Technology Council Input
- Submit Request for Funds to the Budget and Planning Committee for Next Fiscal Year

March
- Submit Prioritized Recommendations and Request for Funding as Part of Developing Annual Operating Budgets

June-August
- Purchase and Installation

Procedure:

Outlined in this section is the procedure for the implementation of technology enhancements to classrooms and "specialty" labs

1. The Director of ITS Service Management and Campus Technology will reach out to Deans, Department Chairs and University administrators to solicit preliminary interest and need.
2. The Director of ITS Service Management and Campus Technology will then inform and involve personnel from Information Technology Services and the Library in a collaborative effort with Deans, Department Chairs and representatives from administrative offices beginning with a meeting to discuss unmet and anticipated needs.
3. A follow-up "TEC" survey will be sent to Deans and Department Chairs to complete (with input from Faculty). Results will be compiled by the Director of ITS Service Management and Campus Technology (or designee) and used to verify requirements for specific technologies in designated locations.
4. The verified requirements will then be used to specify agreed upon technology solutions and configurations for soliciting quotes from third parties (if needed), and determining resources required to implement and then support a final proposal.
5. The Director ITS Service Management and Campus Technology will present an aggregated recommendation on behalf of the "TEC" Task Force to the University Technology Council that includes a comprehensive list of proposals along with resources required and requests for funding (if needed).
6. The University Technology Council will provide input for prioritizing "TEC" Task Force recommendations.
7. The Chair of the University Technology Council and Chief Information Officer will present the prioritized list of "TEC" Task Force recommendations and any associated requests for funding to the Budget and Planning Committee for consideration and approval (if needed).

TEC Planning and Coordination (P&C) Team Members:

Name	Role	Responsibility
Deborah Moschella Saks Director of Service Management and Campus Technology (508) 626-4930 dmoschella@framingham.edu	Chair	Provide leadership for the planning and coordinating of all TEC team work in order to fulfill the team's charge. Liaison with product and service providers, involve and inform key stakeholders as needed. Present task force findings to the UTC and BRC for approval and financing as needed.
Judy Foley Manager of Campus Technology (508) 626-4023 Jfoley5@framingham.edu	Development and Implementation Coordinator	Participate in research, data gathering and analysis to help inform the recommendation of the TEC P&C. Provide expertise within the domain of media services and audio visual products. Assists in the identification and evaluation of technical and support solutions. Contribute toward the collective output of the TEC P&C by assuming responsibility for completing work assignments according to an agreed upon scope and schedule jointly determined by the team.
Patrick Laughran Associate Vice President and CIO (508) 626-4048 plaughran@framingham.edu	Contributing Member	Participate in research, data gathering and analysis to help inform the recommendation of the TEC P&C. Provide expertise within the domain of technical support services and by helping identify and evaluate the end-user and operational impact of technology solutions. Contribute toward the collective output of the TEC P&C team by assuming responsibility for completing work assignments according to an agreed upon scope and schedule jointly determined by the team.
Florentine Overko Manager of Technical Support Operations (508) 626-4732 foverko@framingham.edu	Contributing Member	Participate in research, data gathering and analysis to help inform the recommendation of the TEC P&C. Provide expertise within the domain of technical support services and by helping identify and evaluate the end-user and operational impact of technology solutions. Contribute toward the collective output of the TEC P&C team by assuming responsibility for completing work assignments according to an agreed upon scope and schedule jointly determined by the team.
Corey Hobbs Manager of Networking (508) 626-4992 chobbs@framingham.edu	Network Advisor	Provide expertise within the domain of network infrastructure by helping evaluate network service implications and identify solutions. Contribute toward the collective output of the TEC P&C by assuming responsibility for completing work assignments according to an agreed upon scope and schedule jointly determined by the team.
Robin Robinson Director of Education Technology and Interactive Media (508) 626-4688 rrobinson@framingham.edu	Contributing Member	Participate in research, data gathering and analysis to help inform the recommendation of the TEC P&C. Provide expertise within the domain of technical support services and by helping identify and evaluate the end-user and operational impact of technology solutions. Contribute toward the collective output of the TEC P&C team by assuming responsibility for completing work assignments according to an agreed upon scope and schedule jointly determined by the team.

Stacy Cohen Education Technologist (508) 215- 5843 Scohen12@framingham.edu	Contributing Member	Participate in research, data gathering and analysis to help inform the recommendation of the TEC P&C. Provide expertise within the domain of technical support services and by helping identify and evaluate the end-user and operational impact of technology solutions. Contribute toward the collective output of the TEC P&C team by assuming responsibility for completing work assignments according to an agreed upon scope and schedule jointly determined by the team.
Justin Lauzon Instructional Technologist (508)626-4685 jlauzon@framingham.edu	Contributing Member	Participate in research, data gathering and analysis to help inform the recommendation of the TEC P&C. Provide expertise within the domain of technical support services and by helping identify and evaluate the end-user and operational impact of technology solutions. Contribute toward the collective output of the TEC P&C team by assuming responsibility for completing work assignments according to an agreed upon scope and schedule jointly determined by the team.
Bonnie Mitchell Library Director (508) 626-4651 bmitchell@framingham.edu	Contributing Member	Participate in research, data gathering and analysis to help inform the recommendation of the TEC P&C. Provide expertise within the domain of technical support services and by helping identify and evaluate the end-user and operational impact of technology solutions. Contribute toward the collective output of the TEC P&C team by assuming responsibility for completing work assignments according to an agreed upon scope and schedule jointly determined by the team.
Mark Powers Registrar (508) 626-4545 mpowers@framingham.edu	Registrar Advisor	Provide consultative guidance on scheduling, use and needs of technology in classrooms and learning spaces.
Warren Fairbanks Associate Vice President of Facilities and Capital Planning (508) 626-4950 wfairbanks@framingham.edu	Facilities Operations Advisor	Provide consultative guidance on space, power, use and feasibility of the integration or upgrades of technology in classrooms and learning spaces.
Maureen Fowler Environmental Health & Safety Coordinator *(508) 626-4950* mfowler@framingham.edu	Facilities Operations Advisor	Provide consultative guidance on space, power, use and feasibility of the integration or upgrades of technology in classrooms and learning spaces.
Margaret Carroll Dean of Science, Technology, Engineering, and Mathematics	Academic Affairs Advisor	Provide consultative guidance on the pedagogical value of classrooms and learning spaces within the context of learning and instruction, faculty development and support.
Marc Cote Dean of Arts & Humanities	Academic Affairs Advisor	Provide consultative guidance on the pedagogical value of classrooms and learning spaces within the context of learning and instruction, faculty development and support.

Susan Dargan Dean of Social and Behavioral Science	Academic Affairs Advisor	Provide consultative guidance on the pedagogical value of classrooms and learning spaces within the context of learning and instruction, faculty development and support.
Arlie Woodrum *Dean of Education*	Academic Affairs Advisor	Provide consultative guidance on the pedagogical value of classrooms and learning spaces within the context of learning and instruction, faculty development and support.
Marian Cohen- Sociology *Cynthia Bechtel-* Nursing *Seunghye Cho-* Fashion Design & Retailing	Faculty Advisors	Provide consultative guidance on the pedagogical value of classrooms and learning spaces within the context of learning and instruction, faculty development and support