

FACULTY COMPUTER PURCHASE PROGRAM (FCPP)
Deadline for submission: January 16, 2009

[For a PDF Version of these guidelines use this link](http://www.oneonta.edu/academics/etc/guidelines.html)
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Purpose: The mission of the Faculty Computer Purchase Program is to provide up-to-date computers for faculty.

Guidelines for 2008-2009

1. Faculty who received any new computer in academic years 2006-2007 or 2007-2008 will not be considered this year, unless extraordinary needs can be demonstrated. Priority is given to faculty with outdated systems, whose computers are clearly no longer adequate to the tasks they are expected to perform.
2. Faculty should submit applications for new computers to the Educational Technology Committee. If a standard computer is requested (no printer needed), faculty can submit an express web form found on the guidelines page at www.oneonta.edu/academics/ETC/guidelines.html. The form requires name, academic rank and department, campus address and phone number, email address, and type, model and approximate age of the computer currently in use.
3. A few faculty may have needs beyond a standard machine. If so, please provide a detailed justification. Approximate costs of adding items to the basic configuration should be determined and included.
4. Because laser printers are more expensive to purchase, but are less costly to maintain than inkjet printers, the ETC will consider requests for laser printers that will be used in a common area by multiple faculty. Please include justification of the faculty/program that will be served by the shared printer.
5. Full-time and tenure track or tenured faculty have priority in allocating new computers under this program. Others with special needs will be considered.

The Educational Technology Committee will review submitted proposals and make recommendations late in the fall semester to the Provost and the Deans, who will then make the final decisions. Computers will be delivered in the spring semester or early in the summer, as arranged with the recipient.

Computers Available under the Faculty Computer Purchase Plan for 2008-2009

Although the standard model of desktop or laptop computer available under the program will be decided close to the time of purchase, they will be comparable to those distributed last spring. [Windows: a Dell desktop computer with 17-inch flat panel color monitor or Dell laptop. Macintosh: the latest model of iMac, or MacBook]. Click here to see the details about the expected [standard configurations](#) or go the web and type in: <http://www.oneonta.edu/academics/etc/StandardConfigs.htm>. All computers will be equipped with a DVD read/write drive and a jump drive and the appropriate version of Microsoft Office, Sophos Anti-Virus, and other standard software, and will be part of

the ASCI program to provide automatic upgrades of anti-virus software and Windows patches.

Application Process for a Standard FCPP Computer

EXPRESS APPLICATION FOR A STANDARD COMPUTER, SUBMIT THE WEB FORM on the Guidelines page www.oneonta.edu/academics/ETC/guidelines.html. The web form asks you to provide the following information: *Name, Academic Rank and Department, Campus Address, Telephone number and Email address, and information about the Computer you are replacing*: Indicate the type, model, and approximate age. No department signature is required. Deadline: January 16, 2009

To apply for computers or peripherals different than the STANDARD COMPUTER, SUBMIT A PROPOSAL WITH THE INFORMATION BELOW TO: Carole Brown, 116 Milne Library, by the January 16, 2009 deadline.

Application Process for a Non-Standard FCPP Computer

The proposal for a non-standard computer shall include the following information:

1. *Name*
2. *Academic Rank and Department*
3. *Campus Address*
4. *Campus Telephone*
5. *Email address*
6. Provide details of the desired computer and what your needs are that will not be met by the STANDARD COMPUTER. If you need advice about computer specifications consult with Rita Szczesh at x3080 or at szczesrc@oneonta.edu.
7. *Computer you are replacing*: Indicate the type, model, and approximate age.
8. *Printer*: If you do not believe your current printer will be adequate or compatible with a new computer, justify the purchase of new equipment. Laser printers can be requested, if justification, particularly for shared use, can be provided.
9. *Detailed proposal*: Describe how the computer will be used to enhance your teaching and professional work at the College. (Please limit the narrative to *one page*, in addition to the information requested above.) As noted above, the quality and substance of the proposal shall be the key to deciding to whom the computers are awarded.
10. *Justification of non-standard system or upgraded components*. We can increase our buying power and upgrade computers for more faculty, if most requests are for one of the standard systems. Realizing that one-size may not quite fit all, we will evaluate requests for computers with additional components. On a separate page, please provide a detailed list of components that are essential to your use of the computer, but are not included in the standard system, as well as a justification for the items. As best you can, provide an itemized list of the additional costs that would be incurred by these components.
11. *Signature of the department chairperson* (for informational purposes only). The chairperson may wish to add comments regarding the importance of the requested machine to the department's programs. If several faculty in a department are submitting

a request, a letter from the chairperson covering all of the requests can be sent to Carole Brown, 116 Milne Library.

For More Information about the FCPP Program

For more information about the Faculty Computer Purchase Program contact a member of the ETC (see the ETC web site for the membership list), the Chair of the ETC (Donald Allison, x3439 or allisodl@oneonta.edu), or Rita Szczesh, Academic Computing Services, x3080, or szczesrc@oneonta.edu.