Media Services/Information Services Innovative Technology Pilot Program
Approved by ISIT October 1, 2012

Media Services (MS) and Information Services (IS) want to facilitate effective use of new technology in the classroom. Both departments want make sure the new, creative, or innovative technology works with existing infrastructure. In order to communicate the desire to pilot new technology in the classroom, faculty/departments should follow this procedure:

1. Create a short proposal (proposal form link) to include the term of time for the pilot program (semester) that the equipment is to be used (start and end date), what the equipment/technology is, who will fund it, what impact it will have if not provided and send to IS or MS (or both, if necessary).
2. Set up an informal meeting with IS or MS (both, if necessary) to discuss deployment/installation and support. This meeting is where IS/MS will provide information on the impact to existing infrastructure.
3. As you are using the technology, determine a process for providing feedback throughout the term with both the department and IS/MS to determine if the pilot program is successful or not. If pilot is successful, department should make recommendations of ambassadors who can assist IS/MS in working with the technology as it is deployed elsewhere on campus (if funding is available).
4. If this process is not followed, the pilot program may not be supported by IS/MS.

Standards-based equipment is selected based on functionality, availability, price and flexibility in use with other pre-existing equipment. The Information Services and Instructional Technology Committee (a shared-governance committee) can also make recommendations. Standards are finalized by Information Services and Media Services.

Media Services and Information Services are not required or expected to provide support for any software or equipment that is not both (1) purchased with college funds and (2) approved by Media Services/Information Services prior to purchase and (3) do not meet campus standards.

However, Media Services and Information Services do not want to prohibit or stifle creative and innovative use of technology in the classroom. We want to encourage faculty to pilot new technology as long as MS or IS (or both if necessary) are included in the process. The reason for including them is to ensure that the new technology will be compatible with existing infrastructure. At the conclusion of the term, experienced ambassadors or points persons can be contacted by both IS/MS and other departments to seek advice on using the technology in their areas.

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