SECTION IX
TECHNOLOGY POLICIES

This section deals with policies and information concerning the use of technology in an academic setting both in and out of the classroom, in hybrid settings, and in virtual environments. This includes proper computer use, library policies, and policies involving hybrid or on-lines courses. This section is maintained by the Office of the Provost and the College Senate Educational Technology Committee.

IX.A. THE LIBRARY

Telephone: 315-684-6055
Web Page: Library.Morrisville.edu

Hours of Service:

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday – Thursday</td>
<td>8:00 am – Midnight</td>
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<tr>
<td>Friday</td>
<td>8:00 am – 5:00 pm</td>
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<tr>
<td>Saturday</td>
<td>1:00 pm – 6:00 pm</td>
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<tr>
<td>Sunday</td>
<td>1:00 pm – 10:00 pm</td>
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<tr>
<td>Summer Weekday Hours</td>
<td>8:00 am – 4:00 pm</td>
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Services - As a faculty/staff member, you have access to all the information resources of the Library, which you will find listed on the Library’s web page (Library.Morrisville.edu). The collection covers all subjects taught at Morrisville State College as well as a broad range of other topics. Information is available in many formats, including print books and periodicals, electronic books and databases, microfilm, audio and videocassettes. Increasingly, Library information resources are available in electronic form, making it possible for faculty and staff to search library catalogs, reference sources, indexes, and full text databases from personal computers in offices and labs and at home, 24 hours a day/7 days a week. The librarians are happy to come to faculty and staff offices to familiarize individuals with electronic information resources in general or in specific program areas. Please call the Library to request an office visit.

Circulation – Your College identification (SUNY Card) functions as your Library card. Faculty and staff may borrow books for six months but can be asked to return a book after two weeks if it is needed by another patron. Back issues of newspapers and magazines may be borrowed for one week with no renewal, with a limit of three per patron. Videocassettes and DVD’s may be borrowed for one week. With your SUNY Card, you may borrow material from any other SUNY Library and from Colgate University’s Library.

Reference – There is a reference librarian available almost every hour that the Library is open. You can contact the reference librarian in person, by phone (684-6055), or by using the “Talk to a Librarian” service found on the Library’s web page.

Library Instruction – Instruction in the use of information resources includes classroom instruction by a librarian, guided tours of the Library, special bibliographies and subject guides, a one credit course, and an online tutorial found on the Library’s web page. Faculty members are encouraged to work with the librarians to incorporate information literacy skills into their courses.

Reserve – Faculty are welcome to place course materials on reserve in the Library, either physically or electronically, for student access. It is suggested that faculty place requests with the Library well in advance of assignments. Unless specified, reserve material will not circulate outside the Library.

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Interlibrary Loan – Books and other materials not in the Morrisville State College Library collection may be requested from other libraries. The Library uses the Illiad interlibrary loan system. To start using Illiad, each user must register with the system. Users can submit and review requests, change their profiles, renew items and receive electronically delivered documents.

Purchase of Library Materials – Faculty and staff are always encouraged to suggest materials for purchase. You will be notified when the material you requested has been processed.

Collection Evaluation – Upon a faculty member’s request, the Library will prepare an evaluation of materials in any subject area of the Library collection. The evaluation consists of an inventory of the reference and circulating book collection in the appropriate Library of Congress classification categories, print periodicals, audio and videocassettes, and electronic resources. Library collection evaluations are required for new course and program proposals, for outside accreditation procedures, and for program reviews. Please give the Library three weeks advance notice to complete the collection evaluation.

Meeting Rooms – The Library has meeting rooms available for faculty/staff use. The Conference Room on the first floor seats approximately 12 people. It is equipped for video viewing. Please call the Library to reserve a meeting room.

IX.B. OFFICE OF TECHNOLOGY SERVICES

Support Services Provided

Technology Services provides computer and technology support for college faculty, staff, and students. Our offices are located on the ground floor of Charlton Hall. Assistance is provided for campus standard laptop and PC software, including Microsoft Office (Word, Excel, Powerpoint, Access), Microsoft Outlook electronic mail, Internet Explorer web browser, and Norton antivirus; laptop and PC hardware and peripheral installation and support, problem-solving, and repair; purchase consultation on laptops, PCs, printers, software, and peripherals; and installation and support of wired and wireless network services. In addition, Technology Services supports the campus use of BANNER, a student records and registration system that includes modules for admissions, registration, financial aid, billing, accounts receivable, alumni, web for students, and web for faculty. Specialized programming and software support services are also provided. Technical support is provided for WebCT, the campus course management system used for both online and hybrid courses.

WEB

The Morrisville web site (www.morrisville.edu) is maintained by two web developers. State regulations prohibit the use of state owned computer equipment, including the web, for personal business. Every faculty and staff member can set up a personal web page for academic or college purposes. The Morrisville web site is maintained in accordance with the following advisory and approval processes:

Approval Process for WEB Production

ADVISORY

- WAG – Web Advisory Group, assembled by the President with the purpose of establishing overall priorities for the college Web site, developing strategy and direction, and creating standards for design and navigation
- WAD- Web Advisory/Deans, a subgroup of WAG, focuses on academic sites
- Either or both groups will be consulted at various times in the approval process, in an advisory

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capacity.

APPROVAL

- The head of the functional area or dean designates a local contact; a list of contacts is maintained and updated annually by the web developer.
- New pages and changes to existing pages should be coordinated by the local contact.
- During local review, the local contact person will contact the web developer(s). Should substantial changes be required, the web developer(s) will review changes with the Web Advisory Group (WAG) and/or Web Advisory/Deans (WAD) subcommittee.
- The web developer(s) and local contact will submit page/changes to functional head/dean for changes and approval, with a copy to the corresponding vice president.
- After functional head/dean approval in writing, page/changes will be submitted to the director of public relations and web developer(s) for final changes/approval.
- The web developer(s) will put the changes live on the Web only after all approvals have been received.

Student Computing and Labs

Morrisville State College was called “A campus at the forefront of a technological revolution” by The New York Times and was named America’s #1 Most Wired Two-Year College for the two consecutive years by Yahoo! Internet Life magazine.

The college maintains a state-of-the-art computing lab for general student use called the Cyber.Lab. This lab, located on the ground floor of Charlton Hall, is open approximately 75 hours per week and provides Morrisville students with access to a variety of software including e-mail, word processing, presentation graphics, the Internet, and all the global resources available on the Web. More than 50 networked PC’s equipped with CD’s, DVD’s, CD Burners, DVD burners, flat screen monitors, several high speed laser printers, a color laser printer, and a scanner are available for student use in the Cyber.Lab. The Cyber.Lab is staffed by student proctors who are available to answer student questions. In addition, the college has a number of specialized computer laboratories supporting specific academic programs including Office Technology, Computer and Information Technology, Accounting, Nursing, Agriculture and Natural Resources; Travel and Tourism; Journalism; Math; Landscape Architecture; Social Sciences and a CAD Lab.

Access

Every Morrisville faculty, student, and staff member receives a username and password for wired and wireless access to e-mail, the campus servers, networked storage, and laser printers located all over campus. Every faculty, student and staff member can create their own home page on the Web. Faculty, students and staff can access their own Morrisville e-mail from anywhere in the world where they have access to the Web. Faculty can also access their class rosters, class schedule, and selected information on the students in their classes from the Web using Banner Web for Faculty. Students can access their class schedule, grades, and financial aid information and register for classes on the Web using Banner Web for Students.

ThinkPad University

Morrisville State College has undertaken an academic initiative which integrates computers into the teaching and learning environment in a way that allows students access to technology from any place at any time. In partnership with IBM, Morrisville State College is the first of the State University’s 64
camps to become a ThinkPad campus, supplying students with mobile laptop computers, and one of the first in the nation with a wireless program.

Every freshman enrolled in a ThinkPad University curriculum will receive an IBM ThinkPad laptop, wireless, carrying case, and software. As a result of the college’s partnership with IBM, the college is able to provide the laptop at a price well below market value. The cost will be included on the college bill and spread over four semesters. Financial aid and scholarships may be available to those who qualify.

Currently, more than two-thirds of the college’s degree programs are participating in the laptop program. (For the current list of Think Pad curriculums, see www.Morrisville.edu or the college catalog.)

Online access is available throughout the campus and the laptop computer is becoming the focal point for teaching, learning, student research and communications. A Help Desk is staffed to assist faculty, staff, and students with laptop hardware or software problems. Questions may be called, walked, or e-mailed to the Help Desk for a response.

In partnership with Meru Networks, Morrisville State College installed the first-ever enterprise-wide 802.11n network creating the fastest wireless network in the world. This mobile access to the Internet and campus network blankets the Morrisville and Norwich campus and is available in each residence hall, every academic building, all classrooms and labs, the dining hall, the Library, the Equine center, the Dairy, the IcePlex, a variety of outdoor areas including the football field and at the Cooper Turret. Our wireless technology facilitates teamwork, collaborative learning and mobility. Students can even study outdoors on a nice day and have access to the Internet. With laptops and wireless, Morrisville State College has created a nomadic learning environment where students can learn and study at the location best for them.

IX.C. INSTRUCTIONAL COMMUNICATION SERVICE

Instructional Communications Services provides the campus community with instructional materials and equipment.

Audio
Public address systems for college sponsored functions are provided and maintained.

Instructional Equipment
- Instruction on the use and assistance with setting equipment up in classrooms is provided.
- Loan equipment (data projectors, laptops, overhead projectors, etc) for classrooms and specialized equipment for campus events are available through the ICS Office.
- Equipment repair, maintenance, and specifications for purchasing are provided through request from schools and faculty.

Teleconferences/Campus Television Cable System
- Teleconference licensing, scheduling, and viewing are coordinated through the ICS Office.
- The Satellite schedules and programming are available through the ICS Office.
  Messages for Channel 2, the campus Information Channel, are entered by the ICS Office daily.
  The messages are limited to academic or campus sponsored activities.

IX.D. PRINTING SERVICES

Printing Services is located in the lower level of Bailey Hall (6409) and provides:

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• Duplicating, printing, collating and binding services available for instructional and administrative purposes.
• Materials and documents can be printed for sale in the book store. Guidelines for selling materials are available in school offices.
• All printing requests must be signed by a member of the college faculty or staff. Printing services are charged back to offices requesting services.