Teaching Lab Software

Department College Fee Committee* Procedure (Version 06/22/15)

This document outlines/clarifies procedures in place to get software installed on any of the university teaching (computer) labs. It is extremely important to plan ahead using the following procedure:

1. Prior to the start of each semester, CFANS sends an email request to CFANS faculty members asking for teaching lab software needs. **Respond to that email** about your software needs or modifications and what specific labs you need the software installed.

2. CFANS will help you determine if the software is available within the University system or needs to be purchased/licensed and will help you work to get the software installed in the right computers. *[Here](https://it.umn.edu/obtain-software) (https://it.umn.edu/obtain-software) is a list of software available through the college or university for both teaching labs and personal computers. Additional software for BBE funded by these student fees includes:* **ASPEN** *and* **SOLIDWORKS**.

3. If the software you need requires purchasing (license), you can request funds from the Department College Fee Committee (referred to as "Committee"). *(Remember, this funding is for teaching labs - not your personal computer.)*

4. Requests can be made annually through the faculty **teaching needs** survey sent out from the Committee. Remember, this teaching needs survey includes software, teaching lab equipment and classroom equipment.

5. Survey requests are evaluated and ranked by the "Committee" and the recommendations and rankings are passed on to the department chair.

6. The department chair sends the proposal to both CFANS and CSE for approval to spend the annual allocated dollars for such purchases.

7. Both colleges evaluate our teaching needs and hopefully approve our spending request for the next fiscal year.

8. Once the college fee funding is approved, the department chair, along with the "Committee" make the final decision on what items will be purchased based on the original ranking and the available funding.

Department College Fee Committee

The role of the department college fee committee is to guide the spending of the Student College Fees designated for teaching. We work in cooperation with individual faculty members, IT staff and the department head to evaluate the teaching needs - both equipment and software - in the department, and make purchasing recommendations to CSE and CFANS.

9. The Committee will notify the faculty member of the approved purchases and provide the account string for purchasing. The faculty member will continue work with CFANS OIT to purchase and install the software.

10. The "Committee" will try to maintain current list of purchases made through this funding allocation on the BBE Intranet.

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