

Computing Allocation Process (CAP) Guidelines 2005

Welcome to the Computing Allocation Process

- For replacement of an individual's primary computer, requests need not be submitted for computers four or more years old. You or your department will be contacted by IT. However, if you believe that your computer is four or more years old and you have not heard from IT, please email help3030@bowdoin.edu. Please go to the appendix to view a list of computers that are four or more years old.
- Requests are due by Tuesday, February 22nd, 2005 by everyone except Department Heads and Directors.
- The Department Head and Director request and approval deadline is Friday, March 4th.
- Department Heads and Directors will be notified of the committee's decisions via email by Tuesday, May 17th.
- Distribution and installation is expected to be complete by August 19th, 2004.

Annually, beginning in February, the Computing Allocation Process is where you can request:

HARDWARE

SOFTWARE

PERIPHERALS

UPGRADES (eg laser printers, cd burners, scanners, digital cameras, memory)

Faculty should request teaching and research hardware and software with this form. If you would like to find out more about the academic software packages that Bowdoin faculty are using, go to <http://www.bowdoin.edu/it/help/acadsoftware.shtml>.

CAP Timeline

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| February 1-22: | Faculty and Staff request hardware, software, and peripherals using CAP online order form. |
| February 23 –
March 4: | Requests from all faculty and staff (except Department Heads and Directors) are due. |
| May 17: | Department Heads and Directors are notified of the committee's decisions. |
| August 19: | Distribution and installation complete. |

Computing Allocation Process:

- All CAP requests require approval and prioritization by a Department Head or Director. Any requests not prioritized by the Department Head or Director will be listed as “unapproved.”
- Final purchasing decisions are based on three factors: priorities determined by the Academic and Administrative Computing Committees, the budget, and the final vendor pricing at the time of purchase. Purchasing and distribution is coordinated by Sarah Morgan, Technical Purchasing Manager (smorgan@bowdoin.edu).
- Certain requests will be met without the need for review. These include requests for hardware upgrades made by faculty and staff whose job requires a computer and (a) do not have a computer or (b) whose computer is more than four years old.
- Old computers are returned to IT and reallocated within the college or donated to non-profit organizations. Bowdoin has a four-year replacement cycle for computers.

In the best-case scenario, all requests would be met. In our world of budgets, we will do our best to meet the needs of as many as possible. Thank you for your help and patience in this process. Please email smorgan@bowdoin.edu with any suggestions on how we can improve this process.

New Online Request Form

Go to cap.bowdoin.edu and log in with your email username and password. Select your department, and click “Enter.”

The online request form has been redesigned to resemble an online shopping cart, in which you can make requests and review all requests before making a final submission. After you have made your selections, click on “Proceed to Checkout” (top right) to review your CAP request. You will then have a chance to update quantities or delete items. YOU MUST click the “Submit to CAP” button in order to submit your request.

Approval and Prioritization by the Department Head or Director

Every CAP request requires the approval of a Department Head or Director. Both the Academic and Administrative Computing Committees often rely upon the Manager’s prioritization of a request.

To Approve and Prioritize your department’s requests:

Login to cap.Bowdoin.edu and select your department. Click on “Review Departmental Requests.” For each request, select a priority (High, Medium, Low or Unapproved). Once each request is prioritized, please click on “Process” to apply your prioritization. Please be sure to prioritize each request (requests not prioritized by a Department Head or Manager will remain “unapproved” and will not be sent to committee.

Standard Hardware Platforms

Every regular faculty member and staff member whose job requires a computer will have:

1. One computer less than four years old.
2. Monitor.
3. Storage device (eg cd burner, floppy, zip drive).

The following are the new configurations for 2005:

- Macintosh Desktop: iMac, 1.8GHz G5, 512 MB memory, 80GB hard drive, Super Drive (DVD and CD burner), 17-inch viewable LCD screen, 3 USB ports, 2 firewire ports, OSX.
- Macintosh Laptop: Powerbook G4, 1.5GHz G4, 512 MB memory, 80GB hard drive, DVD/CDRW combo drive, 15" display, 2 USB ports, 2 Firewire ports, OSX, Internal wireless card (Monitor stand, keyboard and mouse available if this is to be used as primary workstation). A laptop case will be provided.
- Windows Desktop: Dell Optiplex GX280, 2.8 Ghz/ Pentium 4, 512MB memory, 80 GB hard drive, DVD/CDRW combo drive, 17" LCD Flat Panel monitor, Windows XP Professional.
- Windows Laptop: Dell Latitude D600, 1.6Ghz Intel Centrino, 512MB memory, 40 GB hard drive, DVD/CDRW combo drive, 14.1" display, Internal wireless card, Windows XP Professional (Docking station available if laptop is to be used as primary workstation). A laptop case will be provided.

If you want to replace a computer that is less than four years old, please provide a detailed justification.

Software

The following software packages are provided by the college on every new machine and do not require special purchasing or requests:

- WinZip
- Meetingmaker
- Windows XP Professional or Macintosh OSX
- Microsoft Office Professional (Word Excel, Powerpoint; Access on Windows)
- Netscape Communicator
- Adobe Acrobat Reader
- FTP client
- Telnet client
- Antivirus software
- Internet Explorer

Every regular faculty member and every staff member whose job requires a computer can request the following, but a short justification is required:

- FileMaker Pro
- Dreamweaver
- Adobe InDesign (replaces Pagemaker)
- Adobe Photoshop
- Adobe Acrobat Writer
- Adobe Illustrator
- Mathematica

For specialized software other than that listed above, please provide a detailed description and justification.

Peripherals and Upgrade Requests

Every regular faculty and staff member whose job requires a computer can request the following, but a short justification is required:

Individual Requests

- External Storage Device
- Larger Monitor
- Additional Memory

Departmental Requests

- Flatbed Scanner
- Slide Scanner

- Laser printer
- CD burner
- Digital Camera (still)
- Digital Camera (video)

For peripherals or upgrades other than those listed above, please provide a detailed description and justification.

Requests for Hardware and/or Software of \$10,000 and More

The Academic Computing Committee encourages those making requests for substantial resources (\$10,000 or more) to seek other grants or sources of funding before applying to this Committee for hardware or software. While the Committee appreciates that this may not always be possible (or successful), it will rank justifications for requests in the context of the following hierarchy:

1. Requests to continue teaching and research activities initially funded by other grants and when the activities have proven essential for ongoing teaching and research activities
2. Requests for which faculty and/or staff have sought other funding
3. Requests which will have an institutional impact on education and/or research
4. Requests which will have a department or program impact
5. Requests which will impact the teaching or research of one faculty member

Additional Information/Suggestions

If you have any comments or suggestions regarding the Computing Allocation Process, please contact Sarah Morgan (smorgan@bowdoin.edu). We view this process as continually evolving to accommodate the needs of the community and welcome any suggestions for changes.

Appendix

Computer Models that Qualify for Auto-Replacement in Summer 2005:

<i>Mac Desktops</i>	<i>Mac Laptops</i>	<i>PC Desktops</i>	<i>PC Laptops</i>
Year 2001 iMacs and G4s	Year 2001 iBooks and Powerbooks	Year 2001 Dell Optiplex GX110 and GX150s	Year 2001 Dell Latitude C600 and C610s