



# Cleveland State University

## Academic Technology Committee of the Faculty Senate

11/29/2021

RE: Faculty Recommendation for Faculty Computer Replacement Guidelines

To: President of the Faculty Senate

This letter is from a standing faculty senate committee with a recommendation for guidelines related to any proposed faculty computer replacement program. The committee respectfully submits these recommendations for consideration to ensure the faculty opinion is included with the appropriate conversations and negotiations.

### **History**

In 2019 the *ad hoc* Faculty Computer Replacement Taskforce had conducted a detailed study for developing policy recommendations for the faculty computer replacement program. The task force undertook systematic research about three components: comparative study of computer replacement policies at peer institutions; hardware configuration; and faculty input from a campus-wide survey. The task force gave two major recommendations/proposals to the provost: the replacement period for faculty computers; and the minimum specification/configuration for the computer hardware.

### **Recommendations**

The Academic Technology Committee has consulted with the IS&T leadership on these recommendations. Our committee supports the major findings of the report and submits these updates to guide future conversations.

### ***Computer replacement period***

In 2021, this Academic Technology Committee currently recommends that the replacement period for computers coincides with the maximum years of warranty included with new computers purchased (typically between 3 – 5 years) due to rapid advances in technology and increased need for remote instruction. We find that faculty members working with older computers that do not meet the hardware configurations mentioned in Table 1 (below) are facing difficulties that are negatively influencing teaching and advising outcomes. Thus, there is an immediate need to replace all faculty computers that do not meet the minimum configuration. We would like to promote a laptop culture where applicable, however realize that some departments will have different computer needs and encourage having a continued process for custom computer orders as needed. These custom computers may need to be excluded from the regular refresh cycle guidelines. This refresh recommendation does not include accessories (monitor, keyboard, docking station, mouse, etc.), which can be reused with

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subsequent computers or purchased separately through the IS&T self-service portal if replacement is needed.

**Hardware recommendations**

On the specification/configuration of the computers purchased for faculty, the 2019 task force recommended that the university must procure computers that meet the prevailing industry standard for instruction at the college level (see Table 1 below). Its recommendations on the configuration for the hardware presented to the provost have acquired increased salience. The COVID-19 pandemic has increased the university’s reliance on optimal hardware for remote instruction and advising needs. We should be expecting increased reliance on information technology and current hardware configuration with all the digital transformations that the pandemic has accelerated. There will likely be more remote/online instruction (hybrid, synchronous, and asynchronous) moving forward. Thus, our committee encourages a laptop culture amongst all academic units where applicable.

Thus, the Academic Technology Committee recommends that the taskforce’s hardware table be updated to reflect current minimum requirements for distance and hybrid teaching. The committee recommends the configurations in Table 1 be accepted as the minimum specification/configuration for all computers procured for instruction needs moving forward. Like in the past, there may be a specific need for more powerful computers in some cases and we recommend flexibility in the guidelines that allows such justified purchases.

1 - Base Laptop – PC	<b>HP EliteBook 850 G8</b> , 15.6 in, i5-1135G7 quad-core Processor, 16GB RAM, 256 GB SSD	\$1463.00
2 - Base Laptop – Mac	<b>MacBook Air</b> , 13 in, M1 with 8-core CPU, 16GB RAM, 256 GB SSD, 4-Year AppleCare+ for Schools	\$1308.00
3 - Convertible Laptop – PC	<b>HP EliteBook x360 1030 G8</b> , 13.3 in touchscreen, i5-1135G7, 16GB RAM, 256GB SSD	\$1678.00

*Table 1 Recommended Standard Hardware Configurations from the Faculty Computer Replacement Proposal updated (2021)*

Respectfully Submitted,

William A. Matcham, PhD, RN  
Chair, Academic Technology Committee

**Members of the Academic Technology Committee of the Faculty Senate**

- William A. Matcham (Chair)
- Anup Kumar
- Benjamin Hoffman
- Elena Andrei
- Jacqueline Vitali
- Chris Rennison (Ex Officio)
- John Plecnik
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