The migration of traditional anatomy and pathology wet labs to a digital format requires significant planning and collaboration amongst key faculty, administrative, and technology personnel. In addition to conversion of course materials, the changed format necessitated the renovation of a traditional bench lab to a state-of-the-art digital classroom, significant IT investment, and ongoing coordination by library, classroom and computer resources personnel. Standardized policies and procedures were developed to guide additional requests for software to support new educational initiatives.

Institutional Software Request Form

Request # _______________________ Date Requested: _______________   Date Completed: _______________

All software requests must be submitted at least 6 months in advance of desired use.
The request form must be completely filled out for each program requested. Missing information will delay evaluation and approval.
Complete the request form and obtain all necessary signatures.
After final approval, you may order the software.
When the software is received at your location (if applicable), call CAS2 to have it added to the next set of installed software.
Only approved software will be installed on public computers in the Medical Center.

Requestor Information
Name (please print): __________________________________ Signature: _________________________________
Department: ____________________________ E-mail address: _________________________________

Software Program Information
Program Title: ____________________________ Publisher: ____________________________
Company website or contact information: ______________________________________________________
Number of licenses needed: _____________  Cost per license: ______________  Total cost: ________________________
Source of funding for license(s):     Capital Operations Research Endowment
Organization/Funding Source/Account: ______________________________________________________
Web-based?      Yes         No  Annual renewal?     Yes         No  If yes, renewal fee: __________________________

Course Information
Course Title: ____________________________ Course Number: ____________________________
Number of students: ______________________
Requested software program is:  Required for use by students yes          no  Optional for use by students yes no
Desired installation location for software: ____________________________

Justification
Purchase Recommendation  _____ _________________________________________  Date  ___________________
Department Chair ____________________________  Date  ___________________
Academic Dean ____________________________  Date  ____________________
Curriculum Coordinating Committee ____________________________  Date  __________________

GWUMC Institutional Software Request Policy

Policy Statement
All requests for instructional software that will be used on public computer workstations in the library, classrooms, and other educational spaces will be reviewed and approved for purchase through the Medical Center Office of Educational Resources.

Reason for Policy/Purpose
Acquisition of software must be centrally coordinated to a) insure compatibility with existing network architecture b) maximize utilization throughout academic programs in both schools while avoiding unnecessary duplication, and c) provide a responsible service center for the evaluation, installation, administration, and updating of software critical to the curriculum.

Who Approved This Policy
Medical Center Academic Technology Committee

Who Needs to Know This Policy
All Medical Center teaching faculty who want to use instructional software in support of the curricular initiatives.

Policy
Educational Resources provides access to all instructional computing devices located in the School of Medicine and Health Sciences, the School of Public Health and Health Services, and the Himmelfarb Library. These devices are located in the Himmelfarb Library, the 6th floor of the GW Hospital, as well as the main lecture halls (101, 117, 227, 201), various small classrooms throughout Ross Hall and other off-campus locations including the DC.

Policy:
GWU Institutional Software Request Policy

Responsible University Official: Associate VP for Educational Resources
Responsible Office: Educational Resources
Origination Date: May 20, 2004

Before:  This Old Lab, May 2004
Under Construction

After:  Digital Classroom in Action, August 2004
Extreme Makeover
Instructor's View
Student's View

Collaboration in Support of Curricular Innovation