Collaboration in Support of Curricular Innovation

Abstract:

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.
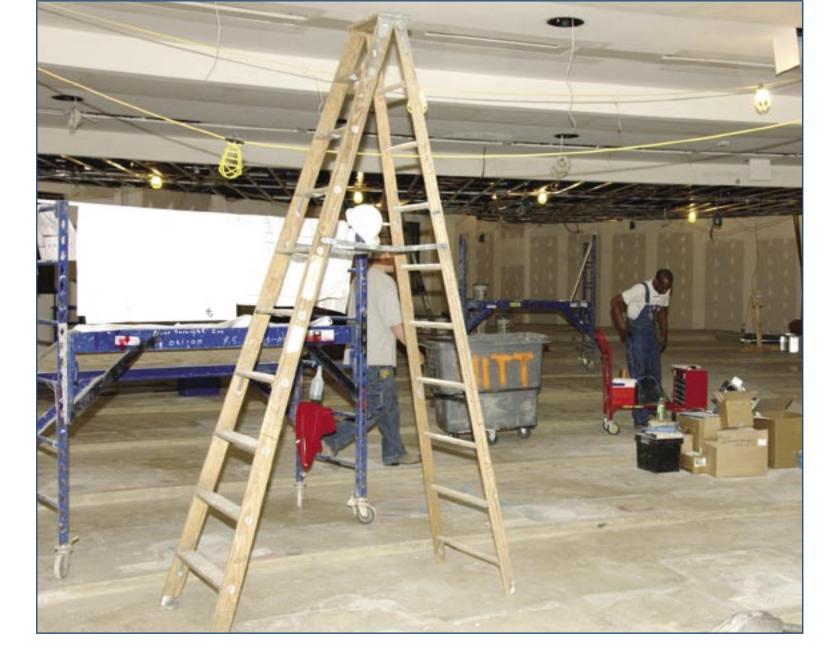
Before:

This Old Lab, May 2004

Under Construction

After: Digital Classroom in Action, August 2004
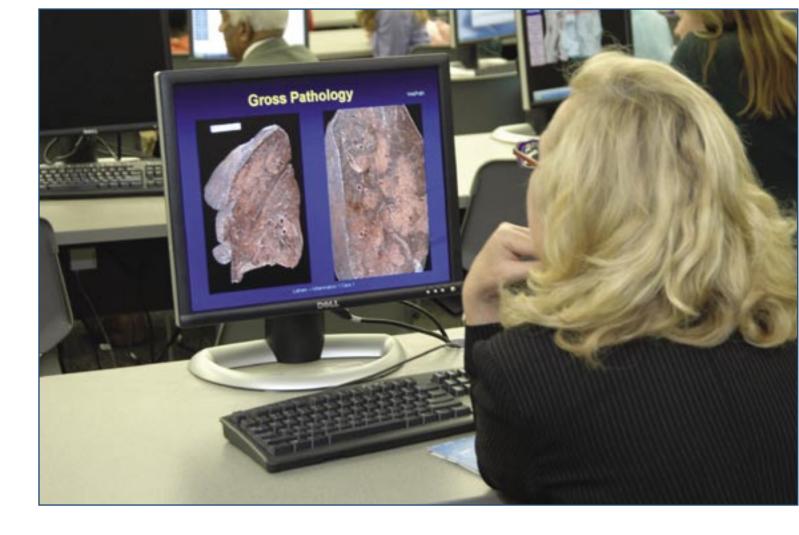
Extreme Makeover

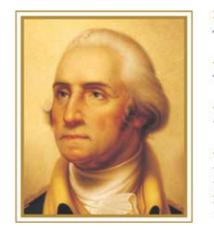### Instructor's View

Student's View

New Policies and Procedures:

THE GEORGE WASHINGTON UNIVERSITY MEDICAL CENTER WASHINGTON DC

Policy: GWU Institutional Software Request Policy
Responsible University Official: Associate VP for Educational Resources
Responsible Office: Educational Resources
Origination Date: May 20, 2004

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's 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, acquisition, imaging, server management, 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 support 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-site facilities including K Street.

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

Department Chair   Date
Academic Dean   Date
Curriculum Coordinating Committee   Date