



UNIVERSITY OF SASKATCHEWAN

Information Technology Requirements for New Programs and Major Revisions

This form is to be completed by the faculty member responsible for the program proposal in consultation with Information and Communications Technology. Contact ICT Client Services (phone 4827) for assistance.

Attach the completed form to the program proposal prior to submission to the Academic Programs Committee. Additional comments may also be attached if required.

1. Proposal Identification
Full name of program:

2. Distance Education
Does the new/revised program include courses that are delivered by 'distance education'?
No Yes

Face-to-face off-campus

Televised

Multi-mode

Independent Study

Web-based

Other (specify)

3. Network Requirements
3.1 Does the program have any new special network requirements?

No, network requirements are unchanged from existing program

Yes, the program has the following new network requirements:

Video transmission (specify)

General Web and e-mail usage

Large (10MB or more) file transfers

Other (specify)

3.2 Does the program require any new access to the Internet or the Canadian Research network?

No, existing access and bandwidth (speed) are adequate

Yes, additional network access is required

Describe new requirements (e.g. type of access, room numbers, number of computers, bandwidth required):

3.3 Will students require new access to University IT resources (e.g. library, e-mail, computer labs, etc.) from their homes?

No, home access requirements are unchanged from existing program

Yes, students will require new access to IT resources from home

Please clarify the access required and how it should be provided:

4. Software Requirements Please list the software that will be required for the program (e.g. e-mail, web pages, SPSS, discipline-specific software, etc.), and indicate where it needs to be available. Include cost estimates for initial purchase and ongoing support/upgrading, if applicable.

5. Hardware Requirements

Please list any special IT hardware required for the program (e.g. high performance workstations, colour printers, scanners, large disk space, etc.) and indicate whether the new hardware will be provided by the college/department or centrally by the University. Include cost estimates for initial purchase and ongoing support/upgrading.

6. Computer Lab Access

Does the program have new computer lab access requirements?

Computer lab access requirements are unchanged from existing program

General ('walk-in') access is required
hours/week/student

Access for classes/tutorials is required
hours/week/student

Estimated number of students in program:

7. Student IT Support

Please describe any new requirements for student IT support (e.g. number of hours training per term, training topics, number of hours of user support per week during office hours and evenings/weekends).

8. Faculty IT Support

Please describe any new requirements for faculty IT support (e.g. number of hours training per year, training topics, number of hours of one-on-one support per year, support for course development, support for desktop hardware, software and peripherals, other).

9. Impact on Institutional Systems

Please describe any changes that may be necessary to institutional systems in order to support the proposed program (e.g. student information system, telephone registration system, financial systems, etc.). Provide an estimate of the cost of systems modifications. Refer to modifications identified in the Office of the Registrar Consultation Form if applicable.

Date:

Information and Communications Technology

Faculty Member (sponsoring college/dept)