

A. Staff Priorities

The computer support staff in Kinesiology consists of one half-time graduate student and one hourly student hired for approximately 20 hours per week and they are based in room 216 Freer Hall. Ralph Geeseman is responsible for supervision of the staff and prioritizing projects.

In consultation with the department Technology Committee, the computer support staff will:

1. Serve as first contact for any departmentally maintained computers, related software, and network problems. For example: Installation of updates for department supported software, hardware, and network functions. Help is provided, on a limited basis, for all other software installed by faculty and staff on department computers. Given the number of individuals and computers, the computer support staff cannot be expected to know the intricacies of all of the software programs currently available. Every attempt to provide assistance will be made within the staff's time schedules. At this writing, department supported software is as follows:
 - Wordperfect
 - Microsoft Office
 - Eudora
 - Netscape
 - Harvard Graphics
 - Norton Desktop
 - Windows 95 and Windows for WorkGroups
2. Provide assistance to R. Geeseman in maintaining the Kinesiology server.
3. Develop the Kinesiology Homepage, resources and site.
4. Backup software installed on department computers.
5. Check out equipment located in room 216.
 - LCD Panel
 - Overhead projector
 - Zip disk drive
6. Provide assistance in the use of equipment located in room 216
 - HP Laserjet printer
 - Polaroid slide maker
 - HP scanner
7. Provide technical resource information for setting up Kinesiology web pages for department classes.
8. Provide technical resource information to those faculty interested in setting up their own individual home pages.
9. Serve as technology consultants on externally funded projects budgeted through the Department of Kinesiology such as: grants, campus committees, professional organizations, etc.

B. Kinesiology Server Priorities

All materials placed on the departmental server must be supported by the Department of Kinesiology. For example: Kines classes, faculty and staff home pages, network class software, and department supported organizations and groups.

Any other material placed on the server must be approved in advance by the Technology Committee or the Department Head. Because there is finite storage space, material placed on the server is subject to removal as storage space is need for department business.

All home page material must be submitted to the computer support staff for placement on the server in an electronic form and be ready to run on the network.

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