

Department of Kinesiology Technical Staff

A. Staff Priorities

The computer support staff in Kinesiology consists of one person who is Ralph Geeseman.

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

1. Serve as first contact for any departmentally/grant maintained research equipment used by the faculty to collect data or aid in the teaching of Kinesiology classes. For example repair any electronic/mechanical equipment that fails or provide contact with the manufacturer as to the best solution for repair. In addition to repair, provide related software programming and rewrites where appropriate. High priority will be given any research equipment failure.
2. 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:
 - Word perfect
 - Microsoft Office
 - Eudora
 - Netscape
 - Harvard Graphics
 - Norton Desktop
 - Windows 95 and Windows for Workgroups, Windows 98, Windows NT, and Windows 2000
3. Provide assistance in maintaining the Kinesiology server.
4. Develop and maintain updates to the Kinesiology Homepage, resources and site.
5. Check out equipment located in room 216.
 - LCD Panel
 - Overhead projector and computer
 - Zip disk drive
6. Provide assistance in the use of equipment located in room 216
 - HP Laser jet printer
 - Polaroid slide maker
 - HP scanner
 - HP 36" color design jet printer
 - HP color laser jet printer
7. Provide technical resource information for setting up Kinesiology web pages for department classes.
8. 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: Kinesiology classes, faculty and staff home pages, network class software, and department supported organizations and groups.

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

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