

Infrastructure Change Policy

1. Overview

- a.** The purpose for this policy is to establish a policy for making changes to physical assets that serve an infrastructure or central role in lab environments. All instructors, students, the Network Administrator, and the Program Administrative Assistant should familiarize themselves with the guidelines of this policy.

2. Purpose

- a.** The main reasons for an infrastructure change policy are:
 - i.** To ensure that central lab resources are used in a consistent manner.
 - ii.** That changes of or upgrades/replacement to infrastructure assets are done only by the Network Administrator or Instructors as well as Students acting as a proxy for either.
 - iii.** To ensure that change, upgrade, relocation or replacement actions to such equipment is known to all relevant parties prior to the changes being made.
 - iv.** Identify a means to ensure all parties are aware of changes to such equipment.

3. Responsibility

- a.** All faculty, staff, students, and entities working on behalf of Southern Illinois University Carbondale are subject to usage of this policy.

4. Scope

- a.** Anytime lab resources are used.
- b.** Whenever changes to lab resources are desired or required.

5. Action

- a.** When a required or desired change is first identified by a Student, it should be brought to the attention of their class instructor.
- b.** When an instructor is made aware of a change, they become the Change Coordinator and have to decide if the equipment in question is used by just their class or shared with other classes.
 - i.** If the change only affects their class, then final decision on any changes rests with the Instructor.
 - ii.** If the change affects other classes, the Network Administrator needs to be notified.
- c.** Any changes brought to the attention of the Network Administrator should be shared with the Program Administrative Assistant.
- d.** Any changes brought to the attention of the Program Administrative Assistant should result in the notification of all Instructors that use the equipment in question about the proposed changes.
- e.** Instructors receiving notice of changes to lab equipment should seek out further information on the change from the Change Coordinator and suggest other alternatives, if necessary.
- f.** While changes are implemented, any problems or delays should be shared by the Change Coordinator with any other affected Instructors.

- g. Once changes are completed, the Change Coordinator should inform the Network Administrator, Program Administrative Assistant and affected Instructors (if necessary).

6. Enforcement

- a. Any employee or student found to have violated this policy may be subject to disciplinary action, in accordance with University policies and procedures.

7. Definitions

- a. Change Coordinator – Individual (either Instructor or Network Administrator) that acts as the point of contact and manager for any changes that occur within lab classrooms.
- b. Network Administrator – The individual responsible for all LAN administrative duties in the College.
- c. Program Administrative Assistant – The individual that essentially fills the role of office manager for the ISAT School.

8. Revision History

- a. Policy is in effect on 01/01/2011
- b. Document revised on 11/17/2010
 - i. Revised by Brett Ussher