To All Faculty and Staff:

The revised policy on computer lab use and the form for requesting use for a class in a course appear to have created some confusion, based on submitted request forms. Since the policy and form are new, let's use the approach outlined in the following:

- The deadline for requests for fall 2008 is extended until everyone has a chance to submit a request.
- Requests for lab use for spring 2009 should accompany your department's or program's course scheduling requests to Student Services.
- If you have not heard from me that your request for fall 2008 is OK for being considered, then you do not have a recognized request in the pipeline. If you want to use the lab for one or more classes in a course this fall, you need to submit a request using the form ASAP.
- The form and its instructions have been revised to clarify several points:
  - Lab use should be requested only for those classes in a course that need the unique resources of the lab. This may be one, two, or more classes, perhaps even all classes in the course including the final, provided use of the lab is justified for each class. The lab cannot be scheduled for a class that does not need it for the reason that many of the course's other classes need to be in the lab. The classes not needing the lab should be held in the assigned classroom for the course, which has to be an officially designated classroom and cannot be the lab since it is not an officially designated classroom.
  - Each class in the course for which lab use is being requested must be listed separately in its own row of the form. There are 15 rows. If you need more, fill out a second form (for now). You will get the request back for revision if all classes are requested in one row.
  - The explanation of why the lab is needed for a class must be enough for someone to determine whether the request requires the unique resources of the lab, which include specialized software and a computer for each student. The explanation does not have to be long. Examples: “Each student needs to use GIS software for in-class project,” “Each student needs to use SPSS software for in-class data analysis,” “Each student needs to access Blackboard to build home page for online course,” “Each student needs to take online exam,” “Each student needs online access to information during exam.”
  - The request form must be signed by the department chair (or program director if a PHHP or PHCI course) after he or she has reviewed the request for each class and determined that use of the lab for the class is covered in the policy (i.e., needs the unique resources of the lab). If the class explanation does not have enough information to justify lab use, the chair or director needs to get the course director to revise the request. If the explanation for a class is sufficient but does not justify lab use, the chair or director can deny the class by initialing the right-hand box in the row for the class.
- If you have questions of any sort, let me know. If you have ideas about how to better achieve the policy goal (having the lab available for student use unless its unique resources are required for a class), let me know.

The policy and form are available at https://docushare.louisville.edu/dsweb/View/Collection-6972.

I am confident that with everyone working together, we can figure out how to optimize use of the computer lab's unique resources.

Thanks,
Pete