

College of Education
Minnesota State University, Mankato

Computer Replacement Process

The College of Education Computer Replacement Process follows the following criteria listed in sequential order.

- 1. Minimum User Requirements (MUR): The faculty or staff member must be provided with a computer that meets the standards set by Minnesota State University, Mankato.**

- 2. If the MURs are below the standard, the replacement follows the Sequential Computer Inventory (SCI) List. This is a sequential list of computers from most dated to newest throughout the College of Education. The SCI List is maintained by the CoEd dean or his designee.**

- 3. Occasionally, because of *programmatic/Article 22 needs*, faculty or staff may desire a replacement or upgrade or additional peripherals to their computer before the allotted cycle slot as defined by MURs and SCI (i.e., s/he is unable to run software/hardware needed for specific programmatic/Article 22 purposes.) This includes specific software required by faculty, students, and or departments to fulfill specific programmatic/Article 22 needs. If this is the case, a Statement of Programmatic Instructional Needs (SPINs) will be developed by the faculty/staff member stating computer requirements/upgrade needed. This statement should include: faculty/staff name, date required, programmatic/Article 22 requirements unable to be met, rationale, basic upgrade requirement, costs of upgrade/replacement, faculty signature, and department chair signature. Chairs will forward this form to the dean.**

Note: The Dean can consult with the technology committee regarding SPINs, MUR and SCI list are maintained by Technology Committee.