

Academic Computing & Library Media Services Support Information 2004-2005

Resources and staffing in Academic Computing and Media Services are in high demand, requiring programs to request support early. If you are planning to include any computer and/or media-related coursework or activities in your program, please describe your needs on the resource request forms on the following pages. Please return this form as soon as possible. The sooner we are aware of your needs, the better support we can provide. If you will be requiring students to complete intensive production work with media equipment, you will also need to fill out a Media Request Form (downloadable from the Media Services web site) in the first two weeks of each quarter.

We are available to help you define your needs and identify appropriate resources. For assistance please call your program liaison (listed at <http://www.evergreen.edu/academiccomputing/liaisons.htm>).

Julian Pietras	Director of Academic Computing	6235	pietrasp
Amy Greene	Full-time program support	6219	greenea
Isaac Overcast	Computer Science full-time support	6226	overcasi
John McGee	Full-time program support	6108	mcgeej
Beth Stinson	Evening and Weekend support	5064	stieli
Wyatt Cates	Library Media Services Manager	6271	catesw
Alley Hinkle	Head of Instructional Media	6249	hinklea

Helpful information for us includes

- Software packages or applications you would like available for your students to use in the Computer Center or the Multimedia Lab (e.g. MS Word, Excel, PowerPoint, Indesign, PhotoShop, iMovie, FinalCut, Dreamweaver, C++, Linux, PHP, data analysis, web development, multimedia, etc.).
- If and when you need scheduled time in one of our computer classrooms.
- If and when you would like our staff to provide workshops for your program.
- If you plan to use computing resources like e-mail distribution lists, web pages, Blackboard (e-learning/discussions), or Web Crossing conferences.

Visit our area web sites at:

Academic Computing <http://www.evergreen.edu/academiccomputing>
Media Services <http://www.evergreen.edu/media>

We look forward to working with you in the coming school year.

Julian Pietras, Director of Academic Computing
Wyatt Cates, Media Services Manager

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Academic Computing and Library Media Resource Request Form

Faculty Name/Contact: _____ Phone: _____

Program Name: _____ Quarter(s): _____

Best way to contact you (During Spring and Summer): _____

Students _____ Date _____ email: _____

To assist us in providing better support to your program, please take a few minutes to indicate below any anticipated Computing or Media related needs. Staff members will then contact you individually for more detail and to coordinate access and scheduling.

Please check any of the listed services that may be needed by your program:

Reserve a computing classroom:

Classroom	Days and Weeks of Qtr needed (i.e., Mondays weeks 1 and 2)		Activity
	1 st choice	2 nd choice	
<input type="checkbox"/> General Computing Classroom (GCC) (30 Windows systems – general usage)			
<input type="checkbox"/> Macintosh Classroom (25 Macintoshes– general usage & digital image use)			
<input type="checkbox"/> Advanced Computing Classroom (ACC) (25 Windows/Linux systems – computer science)			
<input type="checkbox"/> Multimedia Lab L1314 (12 Macintosh systems – digital audio/video editing)			
<input type="checkbox"/> Digital Imaging Studio L1302 (10 Windows systems – digital still imaging)			

Instructional Workshops for:

- Software Applications (such as PowerPoint, Dreamweaver, Photoshop, iMovie etc.)
Please specify _____
- Introduction to Computing or Media facilities for first year programs
- Media Loan Equipment Proficiencies
- Video/Film Editing
- Photo Darkrooms

Access to Media Labs:

- Video/Film Post Production
- Audio Post-Production
- Digital Imaging Studio
- Multimedia Lab
- Music Technology Labs
- Animation Labs

Additional Computing Resources:

- Curricular web space
- Lyris email list
- Web Crossing Site
- Program Networked File Space
- Other _____