

MEMORANDUM

TO: All SA&P Faculty and Staff

FROM: Bruce Majkowski, Associate Dean

DATE: August 26, 2009

RE: Computing Information for the 2009 - 2010 Academic Year

As usual, the summer was extremely busy as we continued the enhancement of the School's educational technology systems and environments, implemented security enhancements, and reconfigured and upgraded our equipment for another academic year. Selected highlights include the following:

- Upgraded and added new applications as follows: Adobe Creative Suite 4 including Acrobat writer 9, Photoshop CS4, InDesign CS4, Dreamweaver CS4, Flash CS4 and Illustrator CS4; AutoCAD 2009; AutoCAD Architecture 2009; AutoDesk 3D Studio Max 2009 Design; AutoDesk Revit Series 2009; AutoDesk Desk Review 2009; Rhino 4, SR5; Grasshopper; ArcGIS 9.3, SP1; SPSS 17; SketchUp Pro 7; CityGreen 2009; NatureServe Vista 2; WhatIf Demo software, 2008 version and Endnote X2. These improvements were funded through a combination of University Technology Fees and the Digital Media Group (DMG).
- Replaced the outdated Hayes 201A instructional lab computers with new workstation-class machines with multi-core processors, 4GB RAM, OpenGL graphic cards, DVD burners, and 22" wide-format LCD displays. These machines will better be able to handle the graphic requirements of our discipline-specific software. This upgrade was funded through a combination of University and DMG funds.
- Rebuilt our web server environment on three virtual servers and transferred them to our high-speed virtual server host environment.
- Rebuilt our license server on a virtual server and transferred it to our high-speed virtual server host environment.
- Added Clicker support in Hayes 230, Hayes 108B and Hayes 132.
- Replaced the HayesPlotter2 high-end media plotter (late last year). This addition was funded by the DMG.

- Completed the integration of the second laser cutter into the operations of the Digital Workshop and installed software on all academic systems to allow it to be used.

Announcements:

- Hayes and Crosby Print Lab hours will be **very** limited the first week of the term as we complete staff assignments and training. In particular, the availability of large format plotting will be limited. Please plan accordingly.
- Accounts for SA&P student majors have been automatically created based on course registration as of 8/26/2008. Additional accounts for new majors registering late will be created weekly during the first 3 weeks of the term. Accounts for non-SA&P majors requiring access to SA&P computing systems to complete their assignments must be specifically requested by the student by completing the “Non-major computing account request form” located at <http://dmg.ap.buffalo.edu/forms/nonmajorform.asp>.
- All SA&P computing resources, including all lab, studio, office and research systems, printing/plotting services, and web services should be considered down and **unavailable** on Sunday mornings between 6:00 am and 12:00 noon. These times are reserved for automated system maintenance, system optimization procedures and the installation of hardware and software upgrades, and security/anti-virus fixes.

Faculty operational issues:

In addition to the changes noted above, there are a few other items that pertain directly to faculty that need to be addressed. They include:

All faculty and staff are to be accessible via email:

The School Council several years ago set a policy that all faculty and staff are to be accessible via email. Email for all faculty and staff is sent to their buffalo.edu email address. Faculty and staff must either forward their email to their personal account by using the web form located at: <http://ldap.buffalo.edu/forward.html> or activate their buffalo.edu account by completing the web form located at: <https://ldap.buffalo.edu/newuser.html> Existing faculty/staff users do not need to take any action. Please note that email accounts cannot be processed until the faculty or staff member has completed the personnel appointment process.

Lab reservations:

To reserve the Hayes 239 or 201A labs for **single lab** use (regularly scheduled labs or courses are to be scheduled by your department directly), please use the web form located at:

<http://dmg.ap.buffalo.edu/forms/LabReservationForm.asp>

Please note that reservations “made” while passing in the hall or while the DMG staff is in the lavatory will no longer be accepted. Please also note that all computing lab reservations must be made by faculty—no reservations will be accepted from student teaching staff.

Course computing options:

A number of computing-based options are available to support your course needs, including shared server storage and shared printing accounts (for externally funded projects). Please complete the web form located at <http://dmg.ap.buffalo.edu/forms/courseoptionsform.asp> for each course.

Edtech classrooms in the school:

- The combination to the Hayes 230 media cabinets remains unchanged from last year.
- If you are a new faculty member and wish to make use of the Edtech podiums, please contact Doug McCallum for training on the equipment and access to the media cabinets.
- Faculty that have already been trained in the use of Edtech equipment in the School can stop by Hayes 201C to retrieve a key to the podiums.
- The keys to the various classrooms remain unchanged from last year. Keys are available from your departmental secretary.

Crosby 301 educational technology equipment:

The Crosby 301 classroom includes a state-of-the-art educational technology facility that is maintained by the University Computing Center. For access to this equipment or for assistance in resolving equipment problems, please contact:

Instructional Technology Services
24 Capen Hall
Telephone: (716) 645-2803
Fax: (716) 645 - 3918
E-mail: media@acsu.buffalo.edu
Web: wings.buffalo.edu/services/media

SA&P printing/copying:

Network printing and copying within the School of Architecture and Planning is managed through a computer-based accounting system. Each faculty and staff member receives an allocation each semester **from their department** to be used for whatever copying or printing (black/white laser, color laser, or plotting) they need. Each print or copy job is assessed a charge using rates posted in Hayes 243 and Crosby 55 and automatically deducted from your printing allocation. Copying performed via the school copiers located in Hayes 108C is assessed a \$.06 per letter-size page charge. This printing arrangement also applies to all printers/plotters available in the Hayes and Crosby labs and the faculty/staff printers in Hayes 312. Faculty should review their printing balances periodically at the website: <http://www.ap.buffalo.edu/printing> as a zero or negative balance will prevent them from printing. Faculty/staff may request funds to be added to their printing/copying account from their respective departmental secretary during normal business hours.

University online directory updates:

The Provost's Office has directed us to make certain **all** faculty update their email address in the university online directory so that the Provost and President can easily contact faculty when important matters need dissemination. To specify your preferred email address that will be available in the University Online directory, please access the web page located at <http://ldap.buffalo.edu//update.html>

Finally, I have also attached six important documents:

- **SA&P Digital Media Group 2009 - 2010 Software Load:** This document details the software that will be available for 2009 - 2010 academic year and the policies that will govern faculty/staff/research system updates to current software versions.
- **Digital Media Group Policies and Operating Procedures:** This document will provide guidance to faculty using the computing facilities in their courses over the next year.
- **Digital Workshop Policies and Procedures:** This document will provide guidance to faculty and students using the digital workshop in their courses over the next year.
- **SA&P Direct Costing of Information Technology Expenses for Sponsored Program/Project Activities:** This document will provide guidance to faculty preparing sponsored research grants or project requests, and in using the computing facilities for sponsored research or projects.
- **Using the UB Card Door Access System:** This document provides guidelines on using the swipe card system for accessing Hayes and Crosby Halls and the Hayes Computing Labs when the buildings are locked.
- **Security Recommendations:** This document provides common-sense recommendations for personal safety on campus.

In addition, I also want to draw your attention to the Digital Media Group web site, located at:

<http://dmg.ap.buffalo.edu>

This site should be your **first** line of support for computing related problems. This site documents the resources, hardware and software available to the faculty, staff and students in the School that will be available during this academic year. It also provides a variety of help materials for using computing resources resident within the School.

I wish you a productive and enjoyable academic year.