



Channel Islands  
CALIFORNIA STATE UNIVERSITY  
Division of Student Affairs

**DSA Area Name:** Vice President for Student  
Affairs office

**Effective Date:** August 29, 2016

**Procedure Number:** VP-p005.01

**Student Affairs Working Procedure on Check-out of Technology Resources**

**Intent:** To provide a uniform process for requesting technology resources to support the operational needs within the Division of Student Affairs (DSA)

**Background:** N/A

**Accountability:** Vice President for Student Affairs office: Training Analyst and Administrative Assistant to the VPSA office; Student Affairs Graphic Designer; DSA staff when they are in possession of resource materials

**Applicability:** DSA staff and student assistants (under the direction of professional staff)

**Definition(s):** N/A

**Attachment(s):**

- Qualtrics Request Form: [DSA Technology Resource Check Out](#)
- Technology Resource Check-out Log: located on the S Drive at S:\1 DIVISIONWIDE INFORMATION\8 PROCEDURES\Current Procedures\Final Signed PDFs\Attachments
- Link to Turning Point tutorials: <https://www.turningtechnologies.com/support/turningpoint-cloud/tutorials/educators>

**Procedure:** In order to request technology resources, professional staff should complete the [DSA Technology Resource Check Out](#) form. The completed form should contain a brief description of resource(s) requested, a brief description of intended use, and date(s) needed.

The Training Analyst within the VPSA office will contact the requestor within two business days upon receiving a request and make arrangements for resource pick-up/delivery. A member of the VPSA office will complete the Technology Resource Check-out Log so that it is ready for signature by the professional staff member and assure that resources and necessary accessories (e.g., chargers, etc.) are in working order and ready for pick-up.

If training is required for use of a technology resource (e.g., camera tutorial or Check I'm Here software), a training session will be scheduled prior to pick-up/delivery. A camera tutorial is required prior to the first time

an individual request is made for this equipment. The requestor will be informed that it will be their responsibility to contact the Student Affairs Graphic Designer to arrange for this tutorial. If a tutorial is needed for Check I'm Here or Turning Point software, the Training Analyst (or VPSA office staff) will provide assistance. For planning purposes, please keep in mind that tutorials will likely not occur the same day they are requested and could take up to three business days to schedule.

Pickup/Delivery of Resource Materials:

Prior to, or at the time of pickup, the professional staff member (i.e., requestor) will come to the VPSA office to inventory the requested resources and sign them out in the Technology Resource Check-out Log. If the resources are signed out in advance, pickup or delivery will be coordinated accordingly.

Return of Resource Materials:

Upon return of resource materials, resources and accessories will be inventoried to assure all equipment is accounted for and intact. Professional staff member (requestor) will sign the Resource Check-out Log confirming return of all resources and accessories.

Resources Available for Check-out:

- Turning Point system – interactive polling hand devices
- Training laptop with Turning Point software
- iPad mini (total of 20 iPads available with charging case)
- Laptop (a total of 12 laptops are available for programmatic use; reserved for Disability Resource Programs during midterms and finals)
- Conference phone (two available, are compatible with conference rooms BTE 2810, BTW 1188 and SAGE 2030)
- Projector – can be used with laptop for presentations
- Camera – digital point and shoot camera (user friendly) - tutorial required prior to use

All resources should be utilized for operational needs associated with the work of the Division. Supervisors should be made aware and approve the checkout of any resources by their respective staff.

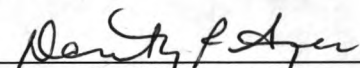
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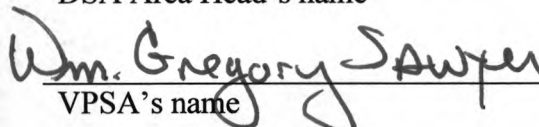
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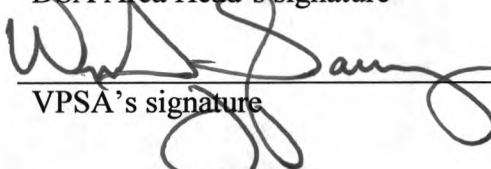
**Approved:**

DOROTHY AYER  
DSA Area Head's name

  
DSA Area Head's signature

08/30/16  
Date

  
VPSA's name

  
VPSA's signature

9/1/16  
Date