

Appendix F: Biological Sciences Computer Labs

Overview and Guidelines

The Department of Biological Sciences has upgraded and expanded computer facilities available for instructional and research use. We have opened a new PC Lab (in Room 205) which will consist of about 20 PCs, a SmartBoard (with projection capabilities), printers and other associated peripherals. We have also upgraded the Learning Center with 10 new MACs (funded through NIH) and a SmartBoard. This facility will become the Learning Center/BRIN Bioinformatics Lab, allowing us to enhance the Learning Center function and meet our growing bioinformatics needs. These facilities are available for instruction, research, and service activities.

Individuals responsible for oversight of the computer labs are (as of Spring 2002):

1. Student employee – a student who will be responsible for routine maintenance, including the removal of unauthorized software. (Luobin)
2. Computer Committee: individuals responsible for resolving scheduling conflicts and approving any software or data that are to be loaded on computers. Fall 2003—Peter Sheridan (Chair), Ernest Keeley, Marjorie Matocq
3. Pete Sheridan: Bioinformatics Core Supervisor, monitor and oversee bioinformatics-related use of the machines (primarily the Mac lab).
4. Bioinformatics Graduate Assistant- NIH-BRIN funded position to work with Dr. Sheridan to enhance bioinformatics capabilities at ISU and connectivity with BSU/UI

If you have a technical problem, please contact the student employee.

If you have a policy issue, please contact a member of the Computer Committee

Scheduling

Pam Christensen schedules the computer lab. If you want to use a lab for a class, submit a request to Pam at least 3 weeks in advance (preferably at the beginning of the semester). Certain classes will be using the Windows Lab for multiple lab sections during one or more weeks each semester; this may preclude other classes from meeting in the Lab every class period. If your students need access to computers for only a portion of a class period please don't schedule the entire class or lab period. If your students need access to a few computers, for data entry or quick analyses, consider using computers in your lab or classroom instead of one of the computer labs.

Windows Lab (LS 205)

This lab, equipped with Compaq PC's (P200's with 3 GB hard drives, 124 K RAM), has a digital projector and a 'smart board' connected to an Instructor Station. Our plan is to have all the machines in this lab, with the exception of the Instructor Station, set up identically. This should simplify use and maintenance.

Priority use for this lab goes to classes that require access to multiple machines for students to learn how to use software or work independently.

The door to LS 205 has a swipe lock that will open if your Bengal Card has been entered into the lock database. Susan (with authorization of the Chair of the Computer Committee) will allow students access to this Lab. All Biological Sciences faculty will have access to the facility. Please provide Susan with a list of individuals (with Bengal Card ID number) 2 weeks prior to your class. Requests should include the duration of use. Access to the facility will be revoked if patrons fail to follow established procedures.

Mac Lab (Learning Center)

Use of this lab for classes must be cleared with the Chair of the Computer Committee. Keep in mind that this represents an expanded use of the Learning Center; please try to minimize conflicts with use of this space as it is a resource for students who need assistance provided by the Learning Center.

Priority use for this lab goes to small classes that require Mac-specific or computationally intensive software that runs best on the higher end machines in this lab. A swipe lock (Bengal Card) will be installed on the door of this Lab. Susan (with authorization of the Chair of the Computer Committee) will allow students access to this Lab. All Biological Sciences faculty will have access to the facility. Please provide Susan with a list of individuals (with Bengal Card ID number) 2 weeks prior to your class. Requests should include the duration of use. Access to the facility will be revoked if patrons fail to follow established procedures.

Rules for Biological Sciences Computer Labs

1. No food, liquid or solid, is to be taken into the Windows Lab. No food, liquid or solid, should be consumed, chewed, sucked on, gulped, or in any way ingested while working on any computer in either Computer Lab.
2. Don't load software on any of the computers. If you have software that you want to make available on these machines contact the student employee. All requests must be approved by the Chair of the Computer Committee. Adding software to the Macs is best done before the start of the semester; contact Mark Jones at the computer center.
3. Use a zip disk for your data. Don't leave data on the hard drive. Unauthorized software & data will be erased from the hard drives on a regular basis. This warning is fair and it's all you're going to get.
4. Students in classes scheduled in a Computer Lab have priority for all equipment in that Lab. If the class instructor agrees, then other students may use computers that are not needed for the class. The class instructor may require other students to leave the Lab.
5. If a class is not scheduled in the Lab, students and faculty may use the machines for class and research related work. No game playing or web-surfing not related to your classwork or research is allowed. If you are using computer-generated sound, wear headphones. Avoid using these computers for e-mail.
6. Misuse of either facility may result in loss of user privileges.