

## Utah Education Network IVC Services Process Considerations

*This document was designed to outline considerations associated with planning and supporting IVC equipment purchase, installation, general course offerings, and ongoing requirements.*

Contact your regional Distance Education Specialist if you have questions:

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- Sheryl Hulmston, 801-791-2010 (NUES, Salt Lake, Davis, Weber, Box Elder, Tooele, and Cache Counties)

### NEEDS: Plan Based Upon Identified Needs

#### Identify specific needs

- Evaluate institution/district technology plan
- Evaluate course needs
  - e.g. limited course offerings/ educational resources, currently available courses, shared courses within district, types of programs (licensure, certification, AP classes); concurrent enrollment, faculty/staff training
- Determine enrollments

### COSTS: Equipment/Facility/Personnel

#### IVC Equipment Costs

Each institution/district/school/entity is required to provide funds for the purchase of IVC equipment

*\*Equipment costs vary depending on package types*

#### **Equipment Package Types:**

- Origination (Teacher/Instructor) package
- Receive package
- Conference room package

#### IVC Facility

Each institution/district/school/entity is required to provide an on-site room or facility to house IVC equipment

#### **Some Considerations:**

- Room location (access, noise, lighting, acoustics)
- Facility requires tables (not individual student desks)
- School is responsible for any modifications required for IVC room

#### IVC Support Personnel

- Site Administrator (provides P.O. for equipment purchase)
- Site Coordinator (coordination of facility usage, scheduling of classes on TMS, coordinate w/Administrator and UEN/DES)
- Site Facilitator (provides technical support during IVC classes)

### Site Visit, installation, equipment purchase and support process

- UEN IVC Request Form submitted online by requestor
- Appropriate regional DES will coordinate an official site survey to include administrator, data specialist, UEN engineer and DES
- Complete evaluation of data network and proposed IVC facility will be conducted
- IVC equipment package type will be determined
- DES will submit equipment invoice for administrator approval and request P.O. for equipment purchase
- IVC equipment will be ordered and projected install date tentatively scheduled
- Equipment install and site certification will be completed
- DES will coordinate and conduct technical training for site facilitator

### Confirmed course schedules

- Course schedules will be confirmed by site coordinator, communicated to offering institution and confirmed with UEN Logistics (1-800-866-3496,1 Option 3)
- Ongoing technical support will be provided by UEN Technical Services Support Center (1-800-866-3496,1 Option 1)