INFORMATION TECHNOLOGY RESOURCE PLANNING

I. PURPOSE

Establishes the Technology Advisory Committee (TAC) to implement a planning-and-review process for administrative and academic computing and establish best practices and guidelines governing students, faculty, and staff use of information technology resources.

II. BACKGROUND and/or LEGAL REFERENCE

The college requires a central mechanism or clearinghouse for reviewing proposed administrative and academic computer purchases, coordinating acquisitions, planning for maintenance and support services, standardizing hardware and software, making the most efficient use of budgetary resources, and keeping current the information technology procedures governing students, faculty, and staff.

III. POLICY

The college shall establish and keep current a systematic, college-wide planning-and-review process for determining administrative and academic computing needs and identifying appropriate resources to meet those needs. The principal purposes of this process shall be to coordinate the acquisition, support, and standardization of computer hardware and software for administrative and academic use, to maximize the sharing and efficient usage of these resources on a college-wide basis, and to establish procedures and standards for using the information technologies resources.

(POLICY APPROVAL: 8-15-99, Board of Trustees, amended 1-15-08)

IV. PROCEDURES

A. The Technology Advisory Committee (TAC) serves as the college-wide planning group for reviewing administrative and academic computing needs and for making recommendations on ways to meet those needs.

B. The TAC serves as a communication link among college constituencies to coordinate the acquisition, support, and standardization of administrative and academic hardware and software and to maximize the sharing and efficient usage of these resources on a college-wide basis.

C. The Vice President of Technology and Institutional Research serves as the chair of the TAC.

D. The TAC shall contain members representing instruction, administration, and support staff.

E. The TAC meets regularly and distributes minutes of its deliberations to the President and President's Cabinet.

V. GUIDELINES

A. Provide information and make recommendations to the President and President's Cabinet on institution-wide administrative and academic computing and related technologies and procedures.
B. Examine, plan, and review proposals for administrative and academic hardware and software acquisitions in light of the institution's directions, goals, and priorities; and make recommendations regarding same to produce an integrated, coherent, college-wide program of administrative and academic computing.

C. Examine the relationship between administrative/operational needs, program needs and possible shared usage of hardware and software.

D. Examine proposals for new or revised computer use in instruction, instructional support, and administrative support of instruction within a college-wide context.

E. Gather information to identify administrative and academic uses of computer technology and develop recommendations and alternatives for President's Cabinet regarding equipment and software.

F. Identify needs for administrative, faculty, and student access to computer facilities and plan for operational support and long-range development.

G. Review proposed strategies for Information Technology to meet functional needs identified in TAC planning.

H. Encourage strategies for broad-based use of computers at the college.

I. Serve as a clearinghouse to promote and support the dissemination of information regarding hardware, software, and operations in information technology.

J. Make recommendations for security and maintenance of computer resources.

K. Establish, review, and make recommendations for current and new Information Technology Standards and Guidelines.

L. Submit to the Executive Cabinet an annual Technology Refresh Plan to coincide with the budget planning process.