

Approval and Issue Date

This policy is hereby approved. This policy is effective immediately and supersedes all previous editions.

Date Issued: July 1, 2017
Date Last Revised: July 1, 2017
Responsible Executive: Vice President for Finance and Administration
Responsible Office: Information Technology Services

M. Rodriguez
Vice President, Finance and Administration

7-1-17
Date

Technology Advisory Council New Technology Request Process

Charge to the Council:

The Technology Advisory Council (TAC) develops, writes, evaluates, and updates the Linfield College Information Technology (IT) Strategic Plan. The purpose of TAC is to evaluate, review and advise in planning for acquisitions, maintenance, and use of current and future technology throughout the college. The council submits policy recommendations that are strategic in nature to the College Planning and Budget Council (CPBC). The council recommends training activities that assist all college faculty and staff in the use of technology.

Policy:

The charge to the Technology Advisor Council includes a directive to “evaluate, review and advise in planning for acquisitions, maintenance, and use of current and future technology throughout the college”. In an effort to operationalize this charge, the Council has created a *New Technology Request Process*. This policy will outline and define the process.

The primary purpose for this process is to facilitate strategic discussion of technology on campus and to provide the Vice Presidents with the relevant information required to make informed decisions regarding technology investments.

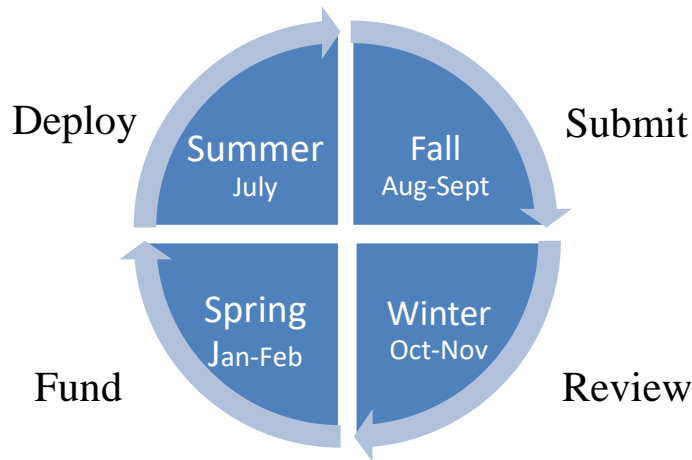
The *New Technology Request Process* will apply to all technology acquisitions greater than \$5,000, irrespective of funding source and to **any project requiring the assistance of the ITS department or resources to implement.**

The policy requires any community member proposing a new project to submit a Technology Proposal Form to TAC for review. The proposed project will go through one of two timelines outlined below. Once approved, the project will be added to the ITS Plan project schedule.

All submitted projects and approvals will be made available to the Linfield Community via an online portal.

Technology Advisory Council New Technology Request Process

Process Timeline for Projects Requiring Funding



1. The community member considering a new technology project should submit the Technology Proposal Form to TAC for review.
2. Once the Proposal Form has been received by TAC, each member will evaluate the proposal and rate them according to the Ranking Grid.
3. TAC will submit the recommended proposals to CPBC, and CPBC will submit it to the Cabinet along with annual institutional operating budget increase requests.
4. Cabinet will notify TAC of funding and approval for each project submitted and TAC will notify the Proposer.
5. Approved projects are funded in July either as an operational budget increase or as a capital expenditure.
6. Added to ITS Plan project schedule.

**Technology Advisory Council
New Technology Request Process**

Process Timeline for Projects Not Requiring Funding



1. The community member considering a new technology project should submit the Technology Proposal Form to TAC for review.
2. Once the Proposal Form has been received by TAC, each member will evaluate the proposal and rate them according to the Ranking Grid.
3. TAC will submit the recommended proposals to CPBC, and CPBC will submit it to the Cabinet.
4. Cabinet will notify TAC of approval for each project submitted and TAC will notify the Proposer.
5. Added to ITS Plan project schedule.

Information Technology Project Proposal Form

1. Proposer

List the names, departments and contact information of the individual(s) submitting this proposal.

2. Title

Give a short name for your proposed project.

3. Description

- a) Describe in one or two sentences the nature of the project and its expected benefit (including reduction of risk) to the College.
- b) What College systems (e.g. Colleague, Blackboard) might the proposed project require or impact?
- c) If approved, when should this project be completed? Are there any deadlines that the TAC committee should be aware of?

4. Cost

- a) What is the estimated cost of the project? Don't forget staffing costs.
- b) Have any financial or staff resources already been committed to this project?
- c) What is your best estimate of any savings that could be realized through this project?
- d) How will this project be funded?
- e) What is the annual maintenance cost?

5. Benefits

Explain how this project:

- Supports College or departmental goals or initiatives
- Provides multiple benefits to other units or departments
- Improves productivity or workflow
- Enhances teaching and learning

6. Collaboration

Have any other departments or individuals reviewed and endorsed this proposal? Does it have any administrative or faculty sponsors?

7. Strategic Consideration

How does this proposal improve student learning outcomes, meet strategic goals or regulatory or compliance requirements?

8. Additional Data

- a) List any additional data or criteria that the TAC committee should consider when evaluating your proposal.
- b) Has this proposal been submitted previously? If so, how has it changed?