

# OUR LADY OF THE LAKE UNIVERSITY POLICY FOR THE ALLOCATION AND USE OF INFORMATION TECHNOLOGY RESOURCES

## 1.0 PURPOSE AND SCOPE

Our Lady of the Lake University wishes to provide to its students, faculty and staff at all University locations the most effective technology resources possible, consistent with well developed plans for: course delivery and academic and administrative support systems, budgets, and facilities.

More specific policy statements address issues of acceptable use guidelines for information resources, email, phones and cell phones. Those policies are also subject to the evaluation and amendment process outlined in this document (section 5.0).

This policy addresses these broader issues:

1. Equitable access to and allocation of information technology resources (section 2.0)
2. Access to need-appropriate training in the use of technology resources (section 3.0)
3. Acquisition of technology resources, including budgeting and purchasing (section 4.0)
4. Evaluation and amendment of the policy (section 5.0)

This policy applies to all sectors and users in the University community at all OLLU campuses, including extended learning programs part time and adjunct faculty.

### 1.1 Definitions

The term “information technology resources” refers to the facilities, technologies, and information resources used for University instruction, information processing, transfer, storage, and communications. These resources include all academic and administrative software, hardware and services, e.g., training, support personnel, maintenance contracts, outsourcing, etc.

## 2.0 ACCESS TO INFORMATION TECHNOLOGY

**2.1** Priorities for the development and allocation of and access to technology resources will be included in the University’s Strategic Technology Plan

<http://lits.ollusa.edu/planning/OLLUStrategicTechnologyPlan.pdf> .

**2.2** This master document is to be updated on a bi-annual basis through a collaborative process involving the Technology Advisory Council (TAC) and the Vice President for Library, Instructional and Technology Services (LITS) with input from the entire University community.

**2.3** Vice presidents should submit annual requests for technology funds for their respective areas to TAC. Development of the funding request will include appropriate and representative consultation with respective academic and administrative units.

**2.4** Grants involving the acquisition or use of technology resources must be approved by the Vice President for LITS, as prescribed in the *Sponsored Programs Handbook* and the *Government Sponsored Programs Handbook*.

2.5 Disputed cases of equitable access, allocation, or maintenance of resources will be presented to the TAC for deliberation and recommendation via the Vice President for LITS and the Executive Vice President.

### **3.0 TRAINING AND SUPPORT IN THE USE OF TECHNOLOGY RESOURCES**

Recognizing that the successful implementation and use of technology resources requires appropriate training and support, the University shall institute a program for faculty, students and staff which supports teaching, learning and productivity applications and services. The particulars of the training and support program will be posted on the LITS website, and upcoming training opportunities will be communicated through various University channels.

### **4.0 ACQUISITION OF AND BUDGETING FOR TECHNOLOGY RESOURCES**

#### **4.1 Budgeting Guidelines**

Following University budgeting time frames for each fiscal year, LITS will use the vice presidents' technology plans to determine the funding requirements for technology which includes training, support personnel and maintenance contracts.

#### **4.2 Technology Fee Guidelines**

4.2.1 Basic technology infrastructure needs are funded through LITS' budget supplemented by the Student Technology Fee.

4.2.2 Dispersals from technology fee funds must be approved by the Vice President for LITS in accordance with priorities established by the TAC. The Vice President will submit a semi-annual expenditures report to the council. Upon request from the council, the Vice President will provide additional reports. Current procedures and guidelines are specified in the University Policy Manual.

#### **4.3 Grant Proposals and Technology Resources**

For grant proposals which require acquisition or use of technology, vice presidents will submit the plan for the payment of ongoing operational costs to the Vice President for LITS.

#### **4.4 Inventory and Purchasing of Technology Resources**

4.4.1 LITS shall maintain an accurate and up-to-date inventory of all university-owned computer equipment, peripherals and software.

4.4.2 All purchase orders for computing equipment and peripherals shall be submitted through the office of the Vice President for LITS or his/her designee to ensure compatibility with current standards and to allow proper inventory tracking.

4.4.3 All users desiring computer software are to consult with LITS' Director of User Support and Instructional Technology. LITS will fund the purchase of software to ensure duplication of licenses is avoided, hardware specifications are met, and the software inventory is maintained.

### **5.0 POLICY EVALUATION AND AMENDMENT**

This policy will be reviewed annually by the TAC. This review will be reflected in the minutes of the council. Representatives on the council will seek input from their respective constituencies concerning this policy and any recommended amendments will be made to the Administrative Council for final approval.