



GOODWIN COLLEGE

POLICY AND PROCEDURE

TITLE:	Technology Evaluation Procedure
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POLICY STATEMENT:

This procedure is meant to be a framework for evaluating technology.

PROCEDURE DETAILS:

1. The requestor identifies their technology needs and completes the following Technology Evaluation Process.
2. The requestor works with their departmental supervisor to obtain approval for new technology.
3. The requestor fills out the Technology Evaluation Form. Sample is provided to assist with completion.
 - a. The requestor may need to conduct research to complete the form and provide detailed information to help with the evaluation process.
4. The requestor e-mails (with department supervisor on copy) the Technology Evaluation Form to the IT Department for evaluation. The request is reviewed by IT and they will sign the request (indicates no major objections) and send it to the Tier II Facility and Technology committee and the grants department. Tier II software sub-committee will set up a meeting for the requestor of software to present it to the committee and will recommend it for approval to Tier I committee or not. As part of the evaluation process the Tier II committee will:
 - Check to ensure no other software we currently own does what the requested software does
 - Review costs including ongoing annual, implementation and training costs and any other fees
 - Ensure Director of area has signed off
 - How does this save time or money
5. Does it meet the mission of the college
6. The grants department will review to see if there are any grant opportunities for funding. The Tier II subcommittee will meet as soon as scheduling will allow and will attempt to do this within 14 days. This will allow grants to identify if there are any grants available to help offset the cost of the requested technology. As well as allow IT to identify if we already have similar software, understand the resources needed, etc.
7. The Tier II committee will meet and provide approval to move to Tier I if enough information is presented at the meeting. Follow up meetings will be necessary if additional information if needed. If approved, Tier II will notify IT the original request has been approved to move forward to the Tier I budget and finance committee

8. The requestor will submit their approved Tier I request to the appropriate Tier 1 Committee for final approval. Requestor will need to do an interim budget request if it is not in the budget

PUBLISH POLICY STATEMENT (CLICK ON BOX NEXT TO OPTION-SELECT ALL THAT APPLY):

COLLEGE CATALOG

STAFF HANDBOOK

FACULTY HANDBOOK

STUDENT HANDBOOK

DEFINITIONS:

NA

EXCLUSIONS:

NA

OFFICES DIRECTLY AFFECTED BY THE POLICY:

All areas of the college are affected

HISTORY:

Approved by the Tier II Facilities and Technology committee June 13, 2018 (through email vote)

Revised October 2017

Approved by the Tier II Facilities and Technology Committee on May 21, 2013

Approved by the Senior Cabinet on May 28, 2013

EFFECTIVE DATE:	July 1, 2013
RESPONSIBLE OFFICE:	Information Technology
REVIEW DATE:	Annually (June – July)

APPENDIX:

Include any supporting documentation that would be of use for the interpretation, future evaluation, or revision of the policy and procedure. Examples include: the text of the law or regulation that required the creation of the policy or which the policy was designed to comply with and meeting minutes documenting open forum discussion (arguments for and against, resulting vote).