



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 the Technology Evaluation Form to the IT Department and Grants Department for evaluation. The departmental supervisor should be copied in this correspondence.
 - a. The specific contacts for each department will be provided upon approval of the Technology Evaluation Process.
 - b. If beneficial an electronic form can be created for online submission and automatic notification to the appropriate departments.
5. The IT and Grants Departments are provided a 14 Day Comment Period. This will allow them 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.
6. The IT and Grants department will provide the requestor with their comments and approval.
7. The requestor will submit their request to the appropriate Tier 1 Committee for approval.
8. Once purchased, the IT Department will add the new technology to a technology inventory list maintained by the IT Department.

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 on May 21, 2013

Approved by the Senior Cabinet on May 28, 2013

Revised October 2017

EFFECTIVE DATE:	May 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).