

## Helena College Technology Steering Committee

### Mission Statement & Purpose

The Technology Steering Committee (TSC) coordinates information technology planning and acquisition on campus. The TSC will guide decisions on changes for the ongoing academic year. Any proposed changes or purchases that affect technology on campus must be coordinated through the TSC.

1. All guidelines, policies, and procedures regarding information technology on campus will be reviewed by the TSC. Proposed changes to guidelines, policies, and procedures should be forwarded to the Chief Information Officer.
2. Purchases of standard technology are to be reviewed and approved based on supported systems guidelines and purchasing guidelines. All requests should be initially submitted to IT. If needed, IT may forward requests to the TSC for review and approval. Large acquisitions may be categorized as new technology.
3. Requests for acquisition of new technology will be submitted to the TSC. The TSC will decide in a timely manner to approve, disapprove, or recommend that alternatives be looked at. Decisions by the TSC may be appealed to the Dean's Cabinet.

Proposals must be based on supported systems guidelines and purchasing guidelines and must include the following:

- a) Description of the project, including rationale and implementation.
  - b) Dependencies of the technology; those things needing completion before and/or after implementation.
  - c) Plan for immediate and future funding, acquisition, renewal, replacement, and support.
4. All grant applications that include a technology component must be reviewed by IT (and forwarded to the TSC, if appropriate) prior to submission to determine whether proposed standard or new technology purchases fit within the current campus technology framework.
  5. The TSC will meet on a regular basis.

## **Membership:**

The chair of the TSC should be the Helena College CIO with an optional co-chair. Membership of the TSC will consist of at least the Helena College CIO, one or two other IT staff members, one faculty senate member, one student representative designated by the student senate, one classified staff member designated by the staff senate, business services representative designated by the CFO, the chief academic officer or representative, the librarian and the director of eLearning or an eLearning representative. Additional student, faculty and staff may be permitted as needed.