Software Support Titles Review Charter

**Purpose:** Review and recommend software titles that are supported by the campus software support fee. Provide recommendations for implementation of campus wide commonly used software to assure we implement those titles worth pursuing and preventing unnecessary additional costs to campus support. The Senate Technology Committee will review software requests that would add or subtract from the annual fee, seek analyses of proposed changes, as needed, conduct briefings, prioritize changes, and determine change decisions. The Senate Technology Committee will also be responsible for communicating its recommendations to relevant groups and individuals. The Senate Technology Committee ensures that all title changes follow an orderly process for evaluation and implementation so that decisions are transparent.

**Scope of Authority** The scope of decisions include software requests that affect campus software support fee. The software requests will be reviewed based on fiscally and functionality implications for campus. Decisions of the Senate Technology Committee will be submitted to the LTS Director. If for some reason there is major contention over a decision, appeals would be directed to the Provost for a final determination.

**Membership:** The Software Support Titles Review will consist of the Senate Technology Committee and the LTS Director (ex officio).

**Operating Procedures:** The Software Support Titles will be reviewed annually in the fall. Senate Technology Committee meetings will be open and individuals requesting a software title will be invited to present their reasons for the request. Software needs should be submitted by November 1st annually to be consider for review. Current software titles and associated fees will be reviewed annually.

The Senate Technology Committee will focus the majority of its attention on keeping costs consistent, yet meeting the computing needs of the majority of campus users.

The Senate Technology Committee will recommend the approval, rejection or deferral of each major request. Decisions will be reached as much as possible by consensus. If that does not happen, a poll will be taken with the majority vote of voting members determining the outcome. The Provost can overrule any decision. Decisions will be recorded in the Senate Technology Committee minutes.

**Communication:** Each decision that the Senate Technology Committee makes will be communicated to the individual who requested the software, Colleges and units. Decisions and any supporting information, rationale, or data will be recorded in meeting minutes and a notification of updates will be sent to all.

Approved May 15, 2015 by Senate Technology Committee.