

 <p>Category: Information Technology</p> <p>Applicable for: Faculty & Technology Services</p>	<p><i>Procedure/Guideline Title:</i> Instructional Software Budgeting</p> <p>Effective Date: 11.16.2016</p> <p>Prior Effective Date:</p> <p>Enabling Act: Technology Steering Committee Approval</p>	<p><i>Number:</i> 034.TS.103</p> <p>Owner: Technology Steering Committee</p> <p>Responsible Office(s): Technology Services</p>
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Background

As an institution of higher learning, UC Clermont both uses information technology and supplies it to the members of the university community. This procedure has been developed to create a framework that ensures effective planning and budgeting take place for the annual purchase of instructional software. The primary directive of technology at UC Clermont is to support, promote and enhance the learning process.

As per the University of Cincinnati's policy on Information Technology, all operating units that use information technology shall be responsible for:

- Developing and implementing, when appropriate, additional IT policies, guidelines or procedures specific to their academic or administrative units.

Procedure

Technology Services is responsible for ensuring that funding is included each year in the college budget to cover the cost of new and upgraded software products for instruction. To stay current, yet remain economical, the college must strategically prioritize its educational software offerings.

The planning timetable for budget inclusion is;

- Technology Services initiates software budget meetings with department chair(s). October-November
- Department chair(s) put out requests to faculty for software for the next fall semester. November
- Technology Services meets with department chair(s) to create an optimal software list for each department Week 1 of December
- Software products and associated costs are sent to the Business Office for inclusion in the departmental budgets Mid-December
- Execute RSML for annual or ongoing software licensing/maintenance/support May

- Purchase new software products if needed July 1
- Install new software on “production” server(s) or as part of Standard lab image July-August

Contacts

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History