

Technology Committee Meeting  
April 21, 2011

The Technology Committee met in Vernon and Wichita Falls via ITV connection. Those in attendance were: Criquett Lehman, James Graham, Nathan King, Bill Grindstaff, Paula Whitman, Roxanne Hill and Patty Jouett.

After coming to order the committee started to review the draft proposal for the new website policy. Joseph Porciuncula and Criquett Lehman provided clarification on several points in the proposal: Responsibilities of the CMS Administrator, Component Administrator and the Content Managers (see attached Website Development Draft Policy), Graphic standards and email policy were still in the process of being created by the website taskforce. The Committee discussed the creation of a review group to do yearly assessments to ensure a thorough review of the implementation of the website policy, and adherence to acceptable industry standards. Clarification of privacy statement and security were assigned to IT staff for review and recommendations. The new policy was tabled for further work and review at a later date.

Michelle Wood had requested that the software policy be reviewed. The College Handbook states:

### ***Responsibility for Software Licenses***

Personal computers are used extensively at Vernon College. For any software not installed by the IT department, VC employees must possess valid licenses for all software installed on their assigned computers. It is the responsibility of each employee to be able to furnish proof of licenses for installed software on the computer he or she uses. If a computer has no assigned user, the supervisor for the area is responsible for furnishing proof of licenses. Each employee is responsible for understanding and following the terms of the license.

If an employee installs software covered by a site license, he or she must notify Information Technology and provide all requested information.

Software owned by Vernon College may only be installed on computers owned by Vernon College unless home use is specifically permitted in the license. In rare cases, exceptions to this policy may be granted by the appropriate dean or by the Information Technology Office, provided appropriate licenses exist and are documented.

If permitted by the software license, employees may copy software for archival purposes only. Employees may not distribute any college-owned software to students, public, or other faculty/staff members.

If multiple licenses for a product are purchased, the person who ordered the software must document where the software is installed and provide copies of the license and purchase order to other offices installing software under the license.

Originals and archival copies of software must be kept in a secure area.

After discussion it was decided to create a new policy that would enable IT to be responsibility for all special use software. Bill Grindstaff, James Graham and Nathan King were tasked with researching policies and to present the Committee with a draft proposal at the next meeting.

The 2011-2012 Technology Plan was discussed and there were several recommendations made by the committee. After discussion it was voted to approve all requests and to put forward the following suggestions:

1. It is the recommendation of the Technology Committee that all hardware and software license renewals and software purchases for the 2011/2012 academic year be approved and that all

new and upgraded computer hardware/software purchases take place twice a year at the beginning of each semester through the IT Department in an effort to save costs and standardize when possible for more effective support.

2. It is the recommendation of the Technology Committee that new and upgrade software purchases be handled by the IT Department in accordance with new Software Policy requiring software to be centrally administered.
3. It is the recommendation of the Technology Committee that the draft software policy be created by the IT Department and submitted for discussion and approval by the July 20, 2011 for use beginning with the 2011/2012 year.

Patty Jouett requested a review of the current Responsibility Use policy. The current policy has not been reviewed for several years, and is in need of review and update. This was assigned to Jim Binion for research and creation of a draft policy for review of the Committee.