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OFFICE OF PRIMARY RESPONSIBILITY: Office of Academic Affairs	Dr. David Svaldi Interim President	

I. POLICY

It is the policy of Adams State College (ASC) to support software and hardware provided by the Department of Computing Services that are consistent and standardized across campus. Any academic department, faculty or staff member that wants to use or implement new software or hardware to be used in an academic setting for instructional support must comply with the following policy.

II. PURPOSE

The purpose of this policy is to provide guidelines for individuals or academic departments wanting to use non-supported software and or hardware technologies for the use in the academic classrooms. These guidelines will provide the procedures for implementing these technologies based on level of support.

III. DEFINITIONS

Hardware: Hardware comprises all of the physical parts of a computer, as distinguished from the data it contains or operates on, and the software that provides instructions for the hardware to accomplish tasks.

Software: Computer software (or simply software) refers to one or more computer programs held in the storage of a computer for some purpose. Program software performs the function of the program it implements, either by directly providing instructions to the computer hardware or by serving as input to another piece of software.

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IV. PROCEDURES

If any faculty or department wishes to use or introduce any non-institutional supported hardware or software, the following must be met and presented to the Academic Instructional Technology Committee except for those meeting the criteria in tier one.

Tier One – This tier is designed for the use of new technologies by an academic faculty, staff or department where financial or technical support is not needed or wanted.

The use of software or hardware technologies not supported by the institution in a private office or individual department. These technologies are intended to be used by an individual and or department and not used in the Technology Enhanced Classrooms (TEC) or Smart Classrooms. If an individual wishes to use such technologies within their own office or the department, the following should be observed.

- This policy tier should act as a Memo of Understanding (MOU) for all parties to understand the institution, Computing Services and the Academic Instructional technology Office is not responsible for any support of any hardware of software installed on a college owned computer. This support includes financial or technical support.

- The individual or department is responsible for maintaining licenses and adhere to all copyright laws.

- It is the department's responsibility for all financial costs pertaining to these technologies.

- The faculty, Staff and department is not asking for any support of these technologies and it is up to the discretion of Computing

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Services and the Office Academic Computing if any support will be given.

- Computing services will need to be contacted to install all software on college computers since the individual may not have administrative rights to do so.

If a faculty member would like to install any hardware or software on any computer in the TEC Classrooms or Smart classrooms or would like technical support for any hardware of software please refer to Tier two of this policy.

Tier Two – This tier is designed for any faculty and or department who would like **technical, but not financial support** of any non-supported hardware and or software. This may include but are not limited to the following scenarios.

The use of software or hardware technologies not supported by the institution in a private office or individual department. These technologies are intended to be used by an individual and or department on their personal work computer or in the Technology Enhanced Classrooms or Smart Classrooms.

Any faculty or academic department who would like to **introduce** for possible a new technology or software into a TEC classroom or Smart classroom for course of institutional use should adhere to tier two requirements.

All current hardware being use in a private office, TEC or Smart Classroom shall be grandfather prior to the official date of this accept policy.

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Tier Two requirements are as follows:

- The requesting department must sponsor any introduction of new software or hardware into a TEC or Smart Classroom.

- The sponsoring parties must maintain all licenses and adhere to all copyright laws.

- The sponsoring parties are solely responsible financially for all cost pertaining to the technologies involved. There are some limited grant monies available on a one-time basses to help with funding the
- introduction of new technologies on campus. Please contact AITC to find out more about these grant monies.

- Contact Computing Services to develop an implementation plan for these new technologies. There are deadlines for additions to TEC classroom cloning and new technologies need to meet these deadlines to be part of the standardize clone.

Faculty or departments wanting to have the institution both financially and technical support any new technologies would need to refer to tier three.

Tier Three – This tier is designed for a faculty and or department who would like any new technology supported both financially and technical by the institution.

If any faculty or department would like any new technology adopted and supported both financially and technical by the institution and that technology has met the requirements of tier one and two the following trade

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study by the sponsoring party must be completed and submitted to AITC for consideration.

In additional to the requirements set out in Tier one and two the following must be described in writing and presented to AITC:

1. Trade Study

    a. A trade study must be conducted two year after the implementation of the presenting new technology. These two years are designed to determine any issues and support needed by the institution. This trade study will include faculty and student surveys. Satisfaction surveys and evidence of 2/3s faculty support.

    b. A cost analysis of the following must be provided:
        1. training cost for faculty, staff and students
        2. user support and hardware costs must be submitted.

    c. An implementation plan must be provided with a timeline for implementation.

AUTHORITY

The Adams State College Cabinet will consider and approve the implementation of any new technology by the recommendation of the Instructional Technology Planning Committee (ITPC) and the Academic Technology Planning Committee (AITC).