

## Overview

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### Purpose

The purpose of this committee is to provide a forum to review, evaluate, and recommend end-user desktop and classroom environment technology for faculty, staff, and students of the University to assist with decision-making and make the support of end-user technologies consistent and efficient.

### Goals

The specific objectives of the committee's charge include:

- Determine the hardware and software standards in support of University goals
- Regularly review and update existing standards
- Administer, identify, evaluate, and create new standards as appropriate
- Facilitate periodic open forums as a way for the University community to express their ideas/concerns about desktop and classroom technology
- Provide the University community access to committee communications
- Convene Task Forces to study/research topics of importance to the University

### Scope of Activities/Authority:

Standards including, but not limited to:

- Office environment technology:
  - Computers (desktop, laptop, tablets, etc)
  - Operating systems
  - Software (client-based with wide-spread implications throughout campus)
  - Printers
  - Peripherals (handheld devices, writing tablets, clickers, etc.)
- Classroom environment technology (in addition to items above):
  - Audio/Visual classroom equipment (projection, control equipment, etc.)

This committee will provide a repository of standards for colleges/departments on their web site and actively seek links to information from colleges/departments. This includes recommendations for student computer purchases based on the needs of specific programs.

The committee should be consulted when new desktop and classroom technologies are proposed for use at Ferris State University.

### Out of Scope:

The following are not part of the scope of this committee:

- Servers
- Network hardware
- Web-based systems
- Departmental software titles
- Individual software titles

## Structure/Organization

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### Membership

Members are asked to serve on the committee for a minimum of two years.

- Chair
- Administration & Finance
- Faculty Development group
- Purchasing
- CPTS/FSU- Grand Rapids
- Kendall
- Enterprise Applications Services
- Department head/Dean(s)
- Faculty member(s)
- Student Technology Services
- Academic Affairs
- Technology Assistance Center
- Telecommunications Technology Services
- Student Affairs

### Chairperson's Duties:

- Presides over all meetings of the Committee.
- Notifies all members of all meetings.
- Prepares and distributes the agenda for each meeting.
- Arranges for all preparation for the meetings.
- Forwards recommendations and reports the outcome of these recommendations to the campus community/CTO.
- Arranges for secretarial support (including the recording and distribution of minutes) as needed by the Committee.
- Maintains the committee web site.

### Member's Duties:

- Attend scheduled meetings.
- Identify and submit information technology-related agenda items to the Chairperson at least two days prior to regularly scheduled meetings.
- Participate in and/or sponsor Task Forces –Support and participate in open forums.

### Task Forces:

- A Task Force is a team of subject-area experts and customers and may include people outside the group of regular committee members.
- They are appointed by the committee as deemed necessary.
- Each Task Force has one sponsor and one leader.
  - The sponsor is the link between the committee and the Task Force.  
Duties include:

# Desktop & Classroom Technology Standards Committee Charter

- Regular communication with Task Force leader.
- Relay information between the Task Force and the committee.
- Schedule Task Force presentations to the committee as needed.
- The leader is responsible for:
  - Setting up Task Force meetings.
  - Communicating between the Task Force and the sponsor.
  - Guiding the Task Force to complete the assigned task(s) according to the assigned timeline.
- Task Force members are responsible for:
  - Regularly attending Task Force meetings.
  - Being a contributing member of the Task Force.
  - Making presentations to the committee as necessary.

## **Conduct of Business:**

- The committee meets on a monthly basis.
- Minutes of all meetings shall be recorded and posted to the Ferris Institutional Repository.
- Each committee member reports back to their respective areas on committee issues and decisions. The CTO will relay committee decisions to University leadership.

## **Adoption of Standards:**

1. The committee shall make every effort to include faculty, staff, student, and other FSU IT Committee input when appropriate
2. Standards under review shall be posted at least 30 days on the committee web site.
3. The committee will review reported concerns. Decisions made will be posted in the monthly committee meeting minutes.
4. Standards will be posted on the Standards web site and the IT service catalog, with the adoption date, revision number, review date, and any other pertinent information.

## **Policies Related to the Group:**

- Guidelines Governing Financial Accounting of FSU Computer-Related Acquisitions 2007:03