

Software Coordinating Committee

The Software Coordinating Committee (SCC) exists to ensure a effective dialog is maintained between the AU faculty members and members of the Office of Information Technology in matters related to software used in the instructional environment. The goal of this group is to improve the availability and stability of software installed in the academic computing facilities (technology classrooms, instructional computer labs and open/homework labs) at all AU locations thus ensuring faculty members and students have access to the software applications required for their academic programs. It must be noted that compliance with vendor software agreements is paramount in this process.

Academic software requests are initiated by the faculty members, Center Directors and/or department chairs through the use of the SCC/Academic Software Request Form (see below). This form is use to identify specific software needs for the instructional computer labs at all Ashland University campus locations.

Software required for instructional purposes should be identified and formally requested via this form at least 8-12 weeks prior to the start of the semester in which it will be used. For example, if MATLAB release 14 is required at the start of the Spring semester this request must be received and reviewed by the Software Coordinating Committee (SCC) no later than the October meeting. The SCC meets monthly to discuss existing or pending software requests but it may meet more or less often depending on needs. Specific procedures and responsibilities are outlines on the following chart.

SCC Procedures	SCC	Faculty	IT
Academic software need is identified and the SCC/Academic Software Request Form is filled out and sent to the Director of IT.		X	
Form is received and acknowledged by IT. IT has reviewed and forwarded to the SCC for discussion at the next monthly meeting.			X
SCC meets to review and discuss SCC requests and identify other department(s) that may have an interest in this software. Alternatives may be discussed with the faculty member or the request may be forwarded to IT for action	X		
IT may purchase two licenses/copies of the software.			X
IT staff perform technical evaluation of software to ensure operability and compatibility with existing systems			X
Faculty member(s) perform a functional evaluation of the software to ensure it meets instructional and curricular requirements of the class or classes		X	
Faculty and IT Staff make recommendation to the SCC		X	X
SCC reviews results of faculty/IT reviews and funding sources and may approve, disapprove or request additional information concerning the software request. Faculty member(s) is advised of the decision.	X		
If Approved - The faculty member(s) working in conjunction with IT provide justification to appropriate Dean or Department Chairs for funding approval.		X	X
Software is approved and funded – It's installed in required lab(s) and faculty member(s) fully test.		X	X

Evaluation/Implementation

Date of reviews: Faculty _____ IT _____ Status: _____

Date of Software Installation: _____ Installed by: _____

Faculty review and acceptance: _____
(Name / Date)

Comments/Remarks: _____

