

PURPOSE

The purpose of the committee is to provide recommendations regarding academic computer proposals and software for the College of Health Professions. The committee should provide adequate departmental representation for effective dialogue and recommendations regarding the needs of computer users within the College.

POLICY

The College of Health Professions shall appoint members to the Computer Resources Committee representing each program, department, or school of the College. The charge and members of the committee shall be reviewed and approved annually by the College Council.

PROCEDURE

1. The charge and committee members will be reviewed and updated by the College Council at the commencement of each year.
2. The committee Chair will meet with the Associate Dean at the beginning of each year to discuss College initiatives and priorities.
3. The committee will meet as required to accomplish its assigned charge.
4. The committee Chair will draft meeting minutes and obtain membership revision or approval electronically after each meeting.
5. Approved minutes will be forwarded to committee members and to the Associate Dean.
6. The committee Chair will generate an annual report based on the approved minutes and reviewed by the committee by April 1 of each year.
7. The Computer Resources Committee annual report will be submitted to the Associate Dean by May 1 of each year.

MAJOR RESPONSIBILITIES

Major responsibilities for routine assignments associated with this PPS include providing recommendations to the College regarding:

1. Academic Computer Proposals
2. Software packages for the College of Health Professions computer lab
3. Printing needs
4. The identification of user needs and problems

CERTIFICATION STATEMENT

This CHP/PPS has been approved by the following individuals in his/her official capacity and represents the College policy and procedure from the date of this document until superseded.

Reviewer: _____ Date: _____

Approved: _____ Date: _____
Ruth B. Welborn, Ph.D., Dean