01. POLICY STATEMENT

01.01 The Student Affairs Division is committed to the recruitment and retention of a diverse and qualified student body, and to providing services that enhance their personal development and contribute to the fulfillment of their goals. The following procedures contribute to the implementation of this policy.

01.02 Texas State University is committed to supporting the educational mission of the institution through efficient information technology availability and support. The following procedure contributes to the fulfillment of this policy.

02. COMPUTER TECHNOLOGY PURCHASES IN STUDENT AFFAIRS

02.01 All Technology purchases must be approved through the VPSA Office prior to planning and purchasing.

02.02 Student Affairs has a divisional procedure for the purchase of computer hardware, software and peripherals. The purpose of this procedure is to ensure that:

a. the greatest value in technology is purchased with the resources available within the division;

b. all equipment and software purchases are compatible with Texas State’s computer systems;
c. high standard and most optimum quality for the cost is purchased, i.e., low-end and earlier generation equipment is NOT purchased with divisional or departmental resources;

d. equipment provided to each workstation is compatible with the skills of the primary user AND the level of production required of that job position; and

e. resources are equitably shared throughout the division.

03. COMPUTER EQUIPMENT PURCHASE AND TRANSFER POLICY

03.01 All purchases and transfers of computer technology in Student Affairs must be approved by the VPSA Office and the respective Student Affairs Information Technology Team (SAIT Team) department representatives. When the VPSA IT staff receives a request for new or used computer equipment from a department, it is evaluated to identify the "best solution" for the office and the division. The technology needs of the initiating office are compared to those of the division to determine the greatest need for replacement technology.

03.02 Procedures

a. The VPSA IT staff serve as liaisons between the department requesting technology, other divisional departments and the Vice President.

b. The VPSA IT staff receive all requests for new or used computer technology. The VPSA IT staff evaluates and identifies the costs associated with the new technology, compatibility with other University technology, the level of technology required at a workstation, as well as the optimal location of the technology.

c. Before receiving approval to purchase new technology, use of existing technology must be evaluated.

d. The VPSA IT staff and the SAIT Team representative will review the priorities for used technology throughout their department and the division before making a recommendation to the VPSA. This process is continued until the last piece of technology is moved to a workstation that would benefit from the used technology.

04. SOFTWARE PROCEDURES
04.01 To strive to maintain licensing compliance regarding software installation on Student Affairs workstations, the following procedures must be applied:

a. All software must be purchased by the department, the division or be Texas State site licensed software; No personal software may be installed.

b. When installing software, departments should use the Tier 1 and Tier 2 software established by Texas State Technology Resources.

c. If a department wishes to purchase and install software not in Tier 1 or Tier 2 then the department should submit a formal request to their SAIT Team Representative and the VPSA IT staff that includes the following:

1. Can the requested software accomplish tasks that currently available software (Tier 1 and Tier 2) cannot?

2. Is the user unable to accomplish their job with current software?

3. Demonstrate a business case scenario for purchasing the software.

e. A user should consult their SAIT Team representative and technical support staff before any new software is installed on their workstation.

05. MAJOR RESPONSIBILITIES ASSOCIATED WITH THIS SA/PPS

05.01 Major responsibilities for routine assignments associated with this SA/PPS include the following:

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<thead>
<tr>
<th>Position</th>
<th>Section</th>
<th>Date</th>
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<tr>
<td>Information Technology Team</td>
<td>Review</td>
<td>E2Y</td>
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06. CERTIFICATION STATEMENT

This SA/PPS has been approved by the following individuals in their official capacities, and represents Texas State policy and procedure from the date of this document until superseded.

VPSA Office Supervisor, Systems Services, Senior Reviewer of this SA/PPS

VPSA Office Systems Support Analyst, Reviewer of this SA/PPS

VPSA Office Vice President for Student Affairs, Reviewer of this SA/PPS