

**CAROLINAS COLLEGE OF HEALTH SCIENCES
POLICY AND PROCEDURE**

ADMINISTRATIVE

SUBJECT: SOFTWARE AND TECHNOLOGY SOLUTIONS ADOPTION

REVIEWER(S): Director of Teaching, Learning and Technology*
Business Operations Manager

POLICY

To ensure that the college adopts appropriate software and technology solutions that are compatible and approved by the system the college has developed these guidelines to outline the proper procedure for vetting of solutions, including software, from identification of need to implementation.

PROCEDURE

- A. If a teammate identifies a software or technology need, they should communicate this need with their manager and with the member of President's Council to whom they report.
- B. The manager and the member of President's Council will discuss the need and determine if it is viable. If approved, they will contact the Director of Teaching, Learning and Technology to help guide the vetting process.
- C. The vetting process will typically follow a process as outlined below working with the Director of Teaching, Learning and Technology:
 - a. Identify the need and determine if an approved solution already exists within the college or system.
 - b. If no solution exists, determine if there are any other comparable solutions on the market and do a comparison to include demos if necessary.
 - c. Once viable solutions are identified the Director of Teaching, Learning and Technology will send the vendor the Atrium security [Vendor Packet](#) for the vendor to complete.
 - d. The Director of Teaching, Learning and Technology will review the sheet for any immediate red flags and if none exist the sheet(s) the review process continues.
 - e. Quotes and further demos can be obtained from the vendors to narrow down a finalist. If the solution has no cost, quotes are not needed. The Dean of Student Affairs and Enrollment Management should be engaged in the pricing of the solution.
 - f. The cost of the quote needs to be submitted to the appropriate leadership for approval of the cost. If the solution has no cost, this step may be skipped.
 - Once the cost has been approved the contract wording will be requested from the vendor and sent to the President for review. The president will determine if the contract needs review by legal counsel.
 - g. The Director of Teaching, Learning and Technology will take the solution to the EAEC Committee for review and approval.
 - h. If approval is received from the EAEC committee, the Director of Teaching, Learning and Technology will then take it to IT Governance for approval.
 - i. The security vetting information will be sent to Atrium IAS for security vetting and solution approval.
 - j. Once the IAS vetting and approval is completed and the contract has been approved then the vendor can be contacted to receive a final PO. If the solution has no cost steps "h" and "i" may be skipped.
 - k. The final PO should be sent to the Manager of Business Operations for submission of the purchase OSR.
 - l. When the purchase is completed, the Director of Teaching, Learning and Technology will assist with the implementation plan and any necessary training.
- D. The Director of Teaching, Learning and Technology will serve as the application owner of the college for the approved solutions.

- E. The solution must be recorded on the software and solutions inventory sheet and updated annually through discussion of the primary user group with the Director of Teaching, Learning and Technology.
- F. If the solution is no longer needed, discontinued or no longer serves the need, the Director of Teaching, Learning and Technology should be notified.
- G. The Software and Solutions Adoption policy and procedure will be reviewed and updated bi-annually.

REFERENCES

Related Policies to Consult

Carolinas College:

Administrative – Capital Purchases, Equipment Inventory

Related Form(s)

Software and Solutions Inventory Sheet

Related Policies to Consult

Atrium Health:

IS 600.00 Information Services Policy Statement