WAYNE STATE UNIVERSITY

University Policy

07-01 Information Technology System Policy

1.0 Purpose

1.1 The purpose of this university policy is to ensure that Wayne State University's enterprise information technology (IT) systems are used effectively and that systems which interact with enterprise IT systems function properly. The policy is also intended to minimize IT systems redundancies and, as a result, minimize overall implementation and annual support costs.

2.0 Definitions

2.1 Enterprise IT systems are those used by personnel throughout the University for academic and business purposes to support teaching, learning, research or administrative activities. Examples of these systems include Banner, Blackboard, Cognos, OneCard and WSU email.

2.2 Major IT projects are those that require a substantial commitment of personnel resources in one or more departments or divisions of the University for an extended period of time, and may require an allocation of University funds to pay for one-time and/or annual costs.

3.0 Information Technology Steering Committee (ITSC)

3.1 The Information Technology Steering Committee acts on proposed major acquisitions and proposed major changes to the university's enterprise IT systems; prioritizes and approves projects and budgets; and monitors the overall progress of approved projects. The ITSC is also charged with resolving conflicts with policies, procedures or resources affecting the implementation of major projects.

3.2 Members of the ITSC include:
- Provost and Senior Vice President for Academic Affairs (Chair)
- Executive Vice President and Chief of Staff
- Vice President, Treasurer and Chief Financial Officer, Finance and Facilities Management
- Vice President for Research

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- Vice President and General Counsel
- Associate Vice President for Computing and Information Technology and Chief Information Officer

4.0   Information Systems Policy

4.1   Major information systems acquisitions and proposed major changes to the university's enterprise IT systems must be approved by the Information Technology Steering Committee.

4.2   Proposed major system acquisitions and changes to enterprise IT systems will be submitted to the ITSC by any of the University's executive officers or by designated technology advisory committees such as the Information Systems Management Committee, or committees that focus on applications of IT in teaching, learning or research. These advisory committees are responsible for identifying high-priority needs and proposing system acquisitions or changes that will meet those needs.

4.3   Any IT system that interacts with or complements an enterprise system must be specified, acquired and implemented in collaboration with Computing and Information Technology and the unit of the University primarily responsible for the affected enterprise system.

4.4   Units of the University will not acquire IT systems that duplicate functionality within the University's enterprise IT systems without approval of the Information Technology Steering Committee.

5.0   Proposal Process

5.1   Guidelines for developing proposals can be found at (http://computing.wayne.edu/).

6.0   Transition

6.1   Enterprise IT systems projects already underway as of the date of this university policy will be completed. However, the ITSC is authorized to determine the priority of such projects in relation to proposed new projects

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and to defer their completion if the Committee determines proposed projects are of higher priority.

7.0   Duration

7.1   This University Policy is revocable by the President at any time and without notice.

8.0   Effective Date

8.1   This university policy is effective upon issuance.

8.2   Executive Order 84-13 is hereby revoked, effective immediately.

Signed by President Irvin D. Reid November 30, 2007.