

## Campus Hardware and Software Committee Charter

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## **Description of Working Group Responsibilities:**

The Campus Hardware & Software committee has been given the responsibility by UML Senior Administrators to:

- Gather input from Colleges and Departments on user requirements to make recommendations related to hardware and software configurations, vendors, policies.
- Provide information to their College and/or Department as a result of this committee and provide information back to the committee.
- Set up vendor demos to review latest technology (desktops, laptops, tablets, pocket PCs...) and discuss applicability at UML
- Recommend hardware configurations for student desktops and laptops
- Recommend hardware configurations for staff and faculty desktops, laptops, tablets, and travel laptops, taking into consideration research projects.
- Recommend hardware configurations for student labs
- Identify the areas on campus where hardware (desktops, laptops, tablets) upgrades are needed.
- Inventory software applications used on campus and identify if the software applications are used campus wide, college wide or department wide for licensing purposes.
- Identify the appropriate time for volume purchases to be deployed on campus
- Identify the appropriate time for software licenses to be procured
- Recommend the software applications that should be included in the image.
- Document and share relevant information to Senior Administrators. Once approved document to the campus community via the web, newsletters and email.

**Website:** <http://www.uml.edu/it/>

## **Committee Startup:**

This committee will be brought together by UML Senior Administrators to review the group's charter. During this review a meeting schedule will be set.

## **Reporting Back:**

Recommendations and action plans will be documented and sent to Senior Administrators.

As a result of being a member on this committee, each member will be the point contact for their area. Committee members should seek input from their area employers and managers as needed.

As recommendations are made and approved, communications will be sent out to the campus via the IT News Letter, email and Web publishing.