

## Charter – Computer Refresh Program Committee

Eastern Michigan University has established the Computer Refresh Program (CRP) to make sure that computer systems provided for use by faculty, staff and students at Eastern Michigan University (EMU) are replaced on a regular basis. The project objectives are:

- Ensure that all members of the EMU faculty and staff community have sufficient computing capability to fully participate in the ever increasingly technology-enabled work and learning environment.
- Create a process that is sustainable and repeatable, and that ensures the equitable and efficient distribution of computing resources.
- Identify and operationalize purchases of widely used computer software to provide equal access for all campus constituencies and reduce risk associated with improper implementation of software licenses.
- Develop strategic partnerships with vendors that are most likely to remain sustaining leaders in the industry to assure continuity and excellence in technology, service, and value.

The Computer Refresh Program Committee is charged with specifying the computers for the next replacement cycle, determines specifications, and identifies a minimum system requirement for the following calendar year. The committee's charge is identified in the following charter.

This charter specifies the purpose, process, responsibilities, membership, and conduct of EMU's Computer Refresh Program Committee. This committee will deal with any and all matters associated with the Computer Refresh Program.

Purpose: Ensure that EMU's computer refresh program meets EMU's IT goals and objectives.

### Planning Process and Responsibilities:

In most years, the full committee only needs to meet a few times in the Winter semester to complete the Committee's primary responsibilities:

- Identify any lessons learned from the previous round of the CRP
- Identify any process changes (e.g. roster submission, ordering, system delivery/setup)
- Select models and options available for departments to order with the budget available

Much of the detail work of the CRP is done by subcommittee. Examples of the typical subcommittees formed include: Dell model selection, Apple model selection, and the roster/ordering process.

Once the CRP committee and subcommittees have completed their planning work, vendor negotiations begin. The vendor negotiations are typically handled within IT by the Director of User Services.

The call for departmental roster verification – used to determine how many computers each department is eligible to order – typically is sent to EMU Senior Administrators during the Winter semester.

### Authority:

The Computer Refresh Program Committee is chartered by and reports to the Chief Information Officer.

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### Members:

- IT Director of User Services (Chair)
- Representatives from the Division of Information Technology Help Desk Team
- College Techs from each of the colleges
- One representative from each of 5 colleges appointed by the deans.
- Up to three faculty representatives appointed by Faculty Senate
- One representative appointed by Business and Finance
- One representative appointed by University Librarian
- One representative appointed by the Extended Programs and Educational Outreach (EPEO)
- One representative appointed by Physical Plant
- One representative from Residence Life (Housing)
- One representative from Dining Services
- One representative from University Communications
- One representative from Snow Health Center
- One representative from EMU Foundation

The CRP Committee call for participants usually goes out during the Fall semester each year with the goal to have the committee's first meeting in late January.

Term: All appointments are for the current planning year.