DISTRICT TECHNOLOGY COMMITTEE

District Software Inventory and Approval Process Taskforce

Section:	
Policy Title:	Request for New Technology
Purpose:	Describes the process for initiating a new request or notification for Technology at San Diego Community College District
Implementation Status:	In Progress
Original Version Date:	11/04/2024
Reviewed and Updated Date:	

Request for New Technology

DEFINITIONS:
Any use of "The District" or "SDCCD" refers to San Diego Community College District

PREFACE: *To mitigate risk across the district, a procedure of oversight is necessary to select and implement technologies. This will ensure that all technologies satisfy compliance requirements, and that the district is aware of all technologies that are "in use."*

PRINCIPLES:

We define information security as the protection of the district and client data, applications, networks, computer systems, peripherals, and all integrations within from unauthorized access, alteration, or destruction.

The purpose of the Request for Technology Policy is:

- To establish a district-wide approach when requesting new technologies
- To facilitate the procurement of new technologies and prevent redundancies in order to reduce costs

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- To prevent the compromise of information security and the misuse of client and the organization's data, applications, networks, and systems.
- To provide a vetting process that reduces security risk and other compliance risk to the district and satisfying legal and ethical responsibilities of the organization regarding the applications, networks, systems, and connectivity to other worldwide networks
- To facilitate the District in maintaining a website to provide faculty and staff accurate information on what software is in use within the district but not necessarily licensed for the whole district

BEFORE CONTINUING PLEASE ENSURE THAT THE FOLLOWING REQUIREMENTS ARE MET:

- _Ensure the software or service requested meets district accessibility requirements._
- _Ensure that if the software is collecting student, faculty, or staff data, it meets all district security requirements for data management._
- _Ensure that software licensing has been reviewed by local or district IT for licensing compliance._
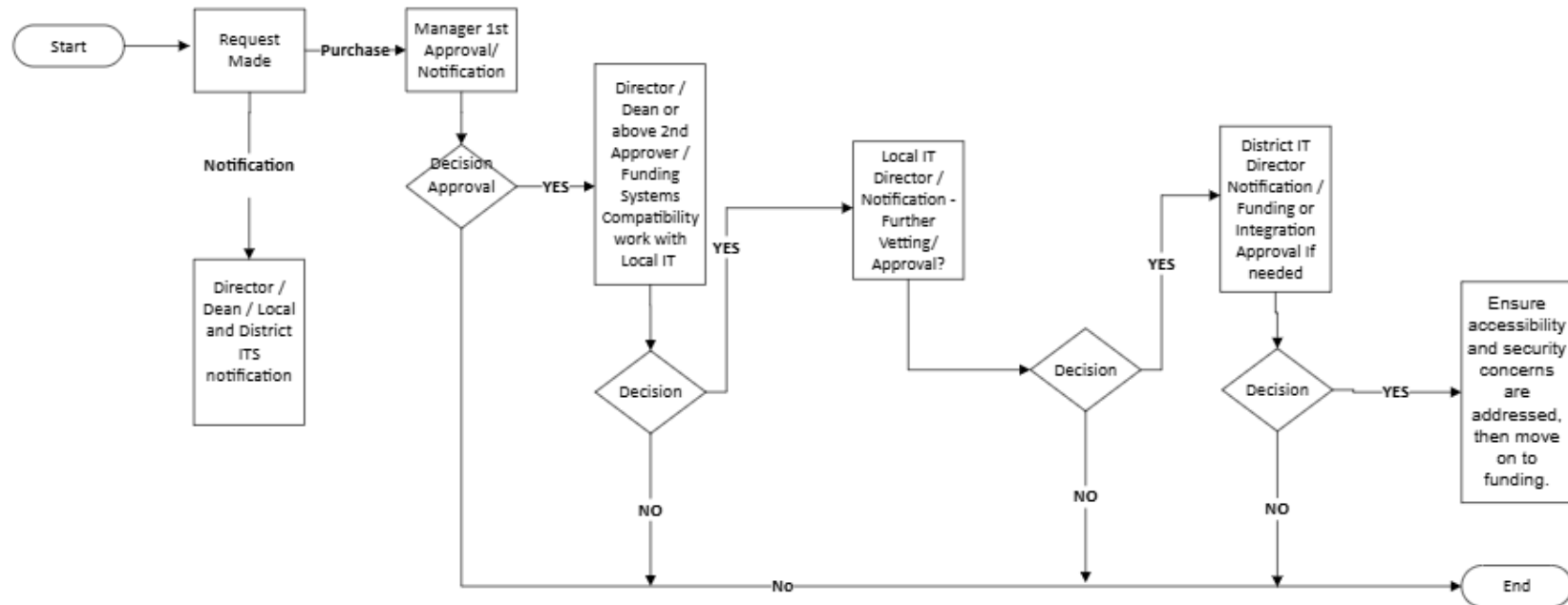
PROCESS:
1. Individuals in need of new software will need to submit a New Software Inquiry Form request. Individuals who have already purchased new software for use at a local college will need to submit a Software Inventory Update Project (for Existing Software/Applications) form to help us to understand the current software inventory.
2. Once the form for new software is received, it will be routed through the appropriate process. Within two business days, a representative from Technology Services will reach out to the requestor to gather information about the technology.
3. The Requestor will reach out to the vendor and ask all questions that pertain to the technology requested. The questions utilized will be questions to satisfy all compliance requirements within the organization.
4. Technology approval is based on several screening steps, including the vendor answering all compliance requirements satisfactorily, the district determining a need for the new technology and addressing security and accessibility issues.

See process workflow graphic and language below.

Caption: Diagram of SDCCD Software Approval Process Workflow

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SAN DIEGO
Community College District

City College · Mesa College · Miramar College
College of Continuing Education

Image Description:

Start:
1. The end user makes the request.
2. A notification is sent to Director/Dean/Local & District ITS notification
3. A notification for approval is sent to the Manager or 1st approver with budget authority.
4. If the request is approved the workflow continues to the next step. If it is denied, the requestor is sent a notification with the reason of denial.
5. Director/Dean or above 2nd approver/funding systems compatibility work with local IT.
6. Decision
    a. If no, END
7. Local IT Director/Notification for further vetting/approval
8. Decision
    a. If no, END
9. Ensure accessibility and security concerns are addressed, then move on to funding.

- Accessibility needs to be ensured somewhere during the process
- Security concerns need to be addressed somewhere during this process
- The actual software purchase is outside of this process