



THE GEORGE  
WASHINGTON  
UNIVERSITY  
MEDICAL CENTER  
WASHINGTON DC

**Policy:** GWU Institutional Software Request Policy  
**Responsible University Official:** Associate VP for Educational Resources  
**Responsible Office:** Educational Resources  
**Origination Date:** May 20, 2004

## GWUMC Institutional Software Request Policy

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### Policy Statement

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All requests for instructional software that will be used on public computer workstations in the library, classrooms, and other educational spaces will be reviewed and approved for purchase through the Medical Center's Office of Educational Resources.

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### Reason for Policy/Purpose

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Acquisition of software must be centrally coordinated to a) insure compatibility with existing network architecture b) maximize utilization throughout academic programs in both schools while avoiding unnecessary duplication, and c) provide a responsible service center for the evaluation, acquisition, imaging, server management, and updating of software critical to the curriculum.

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### Who Approved This Policy

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Medical Center Academic Technology Committee

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### Who Needs to Know This Policy

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All Medical Center teaching faculty who want to use instructional software in support of the curricular initiatives.

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### Policy

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Educational Resources provides support to all instructional computing devices located in the School of Medicine and Health Sciences, the School of Public Health and Health Services, and the Himmelfarb Library. These devices are located in the Himmelfarb Library, the 6<sup>th</sup> floor of the GW Hospital, as well as the main lecture halls (101, 117, 227, 201), various small classrooms throughout Ross Hall and other off-site facilities including K Street.

Each computer placed in any of these spaces will be equipped with a standard set of installed software. This set is currently composed of Microsoft Office, Internet Explorer browsers, Adobe Acrobat Reader, and Norton Anti-Virus.

Faculty members are invited to suggest acquisition of specific programs to supplement their curriculum. Requests should be submitted using an **Institutional Software Request Form** (attached). Evaluation and approval process will proceed as outlined below.

Educational Resources seeks to support and further the integration of software programs / course management systems / other computer-based technology with curricular programs. Faculty who do not have knowledge of a specific software program but who are interested in the acquisition of software to supplement their educational programs should contact the Assistant Director for Technology and Curriculum. The Assistant Director for Technology and Curriculum will explore available technologies in use at other academic institutions and available through academic, professional society, or commercial sources. The Assistant Director for Technology and Curriculum will work to arrange demonstrations or opportunities to review available software. Based on these evaluations, faculty may proceed to recommend software for institutional acquisition as outlined below.

Any additional software to be used on these devices will need to be approved through the appropriate channels, as outlined below.

1. All software requests should be submitted at least six months before the desired semester to ensure enough time for evaluation, purchase/licensing, and installation.
2. The faculty member completes the Institutional Software Request form signed by the faculty member, his/her department chair, the academic dean, and the relevant coordinating curriculum committee, e.g., the CUMC for the School of Medicine.
  - a. Budget for purchase or licensing: The Institutional Software Request Form must specify if funding is to come from the requesting department(s), School, grant funds, or if a contribution is also being sought from Himmelfarb Library/Educational Resources.
3. All Institutional Software Request forms are submitted to the Assistant Director for Technology and Curriculum.
4. A review committee consisting of the Associate Director for Technology and Curriculum, Director of Medical Center Computer and Applications Support Services, Manager of Classroom Services, Associate Vice President for Medical Center Educational Resources, the requesting faculty member, representatives from other schools/programs (if applicable) will evaluate the program. The Chief Technology Officer will be asked to consult on technical matters, as needed.

The request will be evaluated to determine if the desired software program is also of use to other programs/departments and/or builds upon any current University licenses (coordinate through National Law Center, CATS, Center for Instructional Design & Development).

The requested program will also be assessed for content/function as well as technical requirements (including compatibility, load testing, and licensing).
5. Once the technical evaluation is complete, the faculty member will be notified of the outcome. The Associate Director for Technology and Curriculum or the Associate Vice President for Educational Resources will sign on behalf of the Review

Committee. As long as funding is secured, the purchase or licensing will be made shortly after the evaluation is completed.

6. Building a new image for the new set of software programs, as well as placing this image on the designated computers is a time and labor intensive process. As a result, once new software programs are approved and purchased, they will be added to the devices only during three designated times each year, coinciding with the start of a new semester. Requests approved and purchased in mid-semester will be added to the devices for the following semester. All software installation will be handled by the Computer and Application Support Services staff.

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## **History/Revision Dates**

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**Origination Date:** May 20, 2004

**Last Review Date:** May 9, 2006

**Next Review Date:** May 20, 2007