

ISIT Technology Requests Prioritization Guidelines

Beginning in Fall 2018 the ISIT committee Program Review prioritization process will be as follows:

- Technology requests are submitted through Program Review in October.
- A list of all technology requests are forwarded to the ISIT committee from the Program Review committee in November.
- Those who submitted a technology request (or their designee) will be given the opportunity to make a case for their requests in a two-minute presentation at an ISIT committee meeting scheduled for this purpose toward the end of the Fall semester.
- ISIT committee members will vote to approve up to 50% of the requests presented (for example, if 30 presentations are made, committee members will vote for any 15 of the 30 that they believe should be fulfilled, given available funding). Of those 50% we will round down to the closest number divisible by 3, each of the top 1/3 will be given 3 points, each of the middle third will be given 2 points, and each of the final 1/3 will be given 1 point.
- You must cast votes for the total amount (you can't just vote 3 points on your request and nothing else).
- Only those ISIT committee members who have attended at least 2 of the previous ISIT meetings held that semester will be eligible to vote.
- If there are ties, whichever request has the most 3's will be first. If there is still a tie, then whichever requests as the most 2's, then 1's.

Once all of the requests are prioritized, they will be completed as funding becomes available.

Any requests that will be funded by alternate sources, such as grant monies, will be excluded from this process.

Approved by the ISIT Committee at the February 4, 2019 meeting.