

Points for the Procurement of University-wide Instructional Software at Chung Yuan University

Amended at the Computer Resource Committee on September 27, 2017

1. Objective

The purpose of these operational guidelines is to ensure fair distribution and sharing of instructional software resources, enhance software utilization efficiency, and effectively utilize funding.

2. Application Process

Faculty members, both full-time and part-time, can submit their instructional software requirements for the next academic year based on the course schedules in computer classrooms under the Electronic Computer Center (hereinafter referred to as "the Center"). These requirements should be compiled by the respective colleges and submitted to the Center by December 15th each year. Failure to submit instructional software requirements will result in the allocation of existing instructional software configurations in the classrooms.

3. Review Principles

- (1) The procurement of university-wide instructional software follows the principle of supporting computer courses throughout the university. The review and coordination are conducted by the respective colleges. The priority order for review is as follows:
 - A. Applications from two or more departments with a total enrollment of 200 students or more.
 - B. Applications with an enrollment of 100 students or more.
 - C. Applications from two or more departments.
 - D. Other special needs approved by the "Computer Resource Committee."
- (2) When reviewing applications according to item 4 of the preceding paragraph, the committee should consider all circumstances, particularly the proportion of the software budget used by the college compared to the overall university budget, the situation where software was procured in the previous year but the course was not offered or the software was not used, and the potential future development of using the software in the applied course.

4. Budget Allocation

The budget for university-wide instructional software is allocated according to the principles of fair resource distribution. The Center determines the priority order based on the aforementioned review principles and submits it to the Computer Resource Committee for approval. Once approved, the budget is allocated for the fiscal year.

5. Procurement and Installation

The Center procures the software based on the approved budget for the current year, and the installed software is installed on the relevant equipment in the Center.

6. Implementation

These operational guidelines are approved during the Computer Resource Committee meeting and will be announced and implemented by the university president. They also apply when amendments are made.