

STEPHEN F. AUSTIN
STATE UNIVERSITY

Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Administrative Systems Software Changes

Policy Number: 16.2

Is this policy new, being reviewed/revised, or deleted? Delete

Date of last revision, if applicable: 4/30/2019

Unit(s) Responsible for Policy Implementation: Information Technology Services

Purpose of Policy (what does it do): Define administrative systems software changes as the responsibility of Information Technology Services.

Reason for the addition, revision, or deletion (check all that apply):

Scheduled Review Change in law Response to audit finding

Internal Review Other, please explain:

Please complete the appropriate section:

Specific rationale for new policy:

Specific rationale for each substantive revision:

Specific rationale for deletion of policy: Recommend deletion as this policy is no longer needed

Additional Comments:

Reviewers:

Anthony Espinoza, Chief Information Officer

Scott Gordon, President

Damon Derrick, General Counsel

~~Administrative Systems Software Changes~~

~~Original Implementation:~~ January 19, 1999

~~Last Revision:~~ April 1230, 202219

~~Administrative systems software changes are the responsibility of Information Technology Services (ITS) in conjunction with Enterprise Resource Planning (ERP) systems module owners. ERP systems include, but are not limited to, Banner, Raiser's Edge, and Brightspace Learning Environment.~~

~~Software changes to the university's ERP systems allow each system to:~~

- ~~A. meet the changing needs of the user community and system owners.~~
- ~~B. provide patches when problems are encountered.~~
- ~~C. provide upgrades to the systems as new features are added.~~

~~Changes to software modules in the ERP system are requested by the module owners or designee(s). All requested changes are evaluated and either approved or rejected by the chief information officer and the module owner or designee.~~

~~Cross Reference:~~ ITS Policy Handbook

~~Responsible for Implementation:~~ President

~~Contact for Revision:~~ Chief Information Officer

~~Forms:~~ None

~~Board Committee Assignment:~~ Academic and Student Affairs