

**DIN: 5100-1-01**  
**Name of Policy: Information Technology Plan**

**Policy**

Northwest Technical College shall write and annually review/update a master technology plan.

**Purpose**

The purpose of this policy is to:

1. Promote effective information technology planning through broad-based collaboration, goal setting, action planning, assessing and measuring results, and planning improvements.
2. Determine the information technology budget and learner technology fee.

**Responsibility**

The table below describes responsibilities for this policy:

<b>Group/Individual</b>	<b>Responsibility</b>
President	Annually approve information technology plan.
Provost	Form Technology Committee; review and make recommendation of plan to President
Chief Information Officer	Facilitate development of the information technology plan
IT Personnel	Assist in the development of the Information Technology Plan
Technology Committee	Support and facilitate the development of the Information Technology plan.

**Supporting References**

Listed below are document(s) that support this policy:

- [MnSCU Board Procedure 5.11.1 \(Fees\) Subpart C – Technology Fee](#)
- Policy: Technology Committee Policy (DIN 5120-1-01)
- Process: Learner Technology Fee Development Process (DIN 5100–2-01 )

**Compliance References:**

Listed below are references to compliance requirements (e.g. MnSCU policy, federal regulations).

MnSCU [Policy 5.13 Information Technology Administration](#)

The most current documentation is electronic; therefore, please discard printed copy after 24 hours. This does not apply to completed forms which are records.			Print Date: 09/27/05 12:33 PM	
Document Number:5100-1-01	Rev.	Page 1 of 1	Level #1	
Title: Information Technology Plan			Implementation Date:	
Approved: Dr. Quistgaard	Date: 8/16/05	Check here if policy should appear in campus handbook:		