

## **HCCS Instructional Software Site License Request Form - 2010-2011**

Philosophy: Instructional site licenses should be a part of the annual budget considerations. The Instructional Media Center (IMC) coordinates the instructional software purchases used by multiple disciplines and/or programs.

- If discipline/program chairs decide that the software is an integral part of a specific curriculum at **all** colleges (who offer the curriculum), then it is a candidate for a system-wide site license.
- This form should be filled out by the Discipline/Program Chair, signed by the Department Chairs (at the colleges) and sent to Lorah Gough, MC 1111B. The forms will be presented to the Instructional Design Coordinators for review and then forwarded to the College Presidents for approval and budgeting (through the annual Tech Fee). An additional “Technology Fee Allocations – Detail” form will also need to be completed and sent to HCC’s Financial & Budgetary Control office before software is purchased.
- The forms are sent out each spring so the software may be determined and approved only one time a year. It is recommended that this process be completed each year due to upgrades in the software applications, prices and staff changes.

The “Contact name” on the Site License form is responsible for communicating with the college Department/Program Chairs and distributing information about the licenses once it is purchased. Once purchased, the actual license numbers and/or CD/DVD will be sent to the colleges via the following people:

Central-Instructional Design Coordinator: Charlotte Hamilton – 713-718-6087

Coleman-Instructional Design Coordinator: Ernest Reynolds – 713-718-7308

Northeast- Instructional Design Coordinator: Linda Comte – 713-718-8046

Northwest-Director, Technology and Instructional Computing: Tom Haymes – 713-718-5813

Southeast-Instructional Design Coordinator: Sandra Lebron – 713-718-7110

Southwest-Instructional Design Coordinator: Doug Rowlett – 713-718-6768



**Houston Community College System  
2010-2011 Performance Budget**

**Technology Fee Allocations – Detail**

**Item #** \_\_\_\_\_

College/Division: \_\_\_\_\_ Discipline/Department Name: \_\_\_\_\_

Item Description: \_\_\_\_\_

**Performance Plan**

**Performance Goal:** \_\_\_\_\_ **Baseline:** \_\_\_\_\_ **Target:** \_\_\_\_\_

<b>Strategy</b>	<b>Cost/Resources</b>	<b>Intended Outcome</b>
Who/What?	Cost/Resources to be used?	What's the outcome and how will it be measured?

**Performance Outcome:**

<b>Actual Cost/Resources</b>	<b>Actual Outcome</b>	<b>Comments</b>

Prepared by: \_\_\_\_\_