

R341, Computing Systems Program¹

R341-1 Purpose: To provide guidelines for the coordination, cooperation, planning, and sharing of institutional computing resources and expertise for the benefit of Utah System of Higher Education (“USHE”) institutions.

R341-2 References

- 2.1** [Board Policy R345](#), Information Technology Resource Security

R341-3 Policy

3.1 Optimization of System Computing Resources

- 3.1.1** Computing resources within the USHE shall be managed for optimal cost effectiveness at the System level. Optimization shall be keyed to the essential purposes of the System (e.g., teaching, learning, research, and community service), not to computing resources per se.
- 3.1.2** Insofar as System-wide optimization requires a USHE institution to incur higher costs for the benefit of the System as a whole, such costs shall be particularly identified and reported to the Governor and the Utah Legislature as part of the annual budget.
- 3.1.3** Exceptions to the System-wide optimization rule may be made after a showing of cause.
- 3.1.4** The Utah Board of Higher Education (“Board”) encourages the development of cost-effective forms of instructional computing.

3.2 Statewide Planning, Coordination, Cooperation, and Sharing: USHE institutions shall plan, coordinate, cooperate, and share, where feasible and appropriate, in the acquisition of hardware, software, and networking capabilities, the development of computing processes, the training of computing personnel, and the analysis and correction of computing problems. Committees with representatives from the various institutions shall be established to facilitate coordination and sharing as follows:

¹ *Adopted September 26, 1972; amended May 29, 1974; July 23, 1974; August 1, 1978; November 8, 2002; and January 9, 2026.*

3.2.1 System-wide Information Technology Strategic Planning Committee:

Institutional Chief Information Officers or Information Technology Executives and the representative of the Office of the Commissioner of Higher Education (“OCHE”) share expertise and work together on strategic technology issues and, where feasible, implement common cooperative plans for the good of the entire System.

3.2.2 Information Management and Data Definition Committee: USHE

institution representatives and OCHE recommend common definitions, additions or deletions to the core data elements listing, which data elements should be warehoused at the System level and which should be warehoused at the institutional level, definitions for computational procedures for accumulating data totals, report and analysis formats and templates for use in providing requested information, and oversight maintenance of a data element dictionary (see [Board Policy R1012, *Data Sharing between Institutions and the Board*](#)).

3.3 Systems Development and Review Procedures: The criteria of need, usefulness and cost benefit, quantified in economic terms, will ordinarily be applied to problems and their proposed solutions. However, strict demonstration of cost benefit may not be required if the nature of the problem resists accurate plausible quantification. Institutional operating policies should provide for these exceptions, particularly in the research and instructional areas.

3.4 Management of Automated Data Processing Systems: Management of computing resources within the USHE shall be according to the role assignments of the USHE institutions. Within each institution, operational control should be vested at the level nearest the user of such services, subject to overall cost effectiveness, availability of professional competence, and compliance with established policies and procedures. It is the intent of the Board that all students within the System have access to computing, consistent with the institution’s mission and role.

3.5 Fiscal Control of Automated Data Processing Activities

3.5.1 Computer centers of each USHE institution shall be operated as service centers, taking into account federal regulations and established funding practices relating to service departments. Specific subsidies for stated purposes may be allowed; any such subsidies shall be described and accounted for.

3.5.2 Each computer center shall provide, upon request, a list of available services, and a schedule of rates, and a brief explanation of how the rates were set. Established rates shall apply equally to all units of state government, except that a standard

overhead charge may also be made to users external to the institution and a subsidized service may be charged at the full rate. Each institution shall establish the priority of use of its computer networking equipment.

3.5.3 All automated data processing (“ADP”) services provided to users external to the institution, where permitted under [Board Policy R555, *Providing Facilities, Goods and Services in Competition with Private Enterprise*](#), shall be provided in accordance with the terms of written agreements between the providers and the users specifying the costs and the services to be provided, and such agreements shall be entered into prior to the services being provided.

3.6 Acquisition and Disposition of Automated Data Processing Resources

3.6.1 USHE institutions shall generally carry out ADP resource acquisition in accordance with the executive and administrative powers vested in the institutions under Utah law and Board policies. The Board may choose to exercise its own contractual powers on behalf of any or all USHE institutions when there is a particular benefit to doing so.

3.6.2 Competitive bidding and evaluation of bids for the acquisition of ADP resources within the USHE shall be conducted according to the total cost of ownership least-total-cost principle, taking into account all identifiable costs and benefits, not merely the bid price. Benefits should be keyed as closely as possible to the essential purposes of higher education (e.g., teaching, learning, research, and community service); and due consideration should be given to the difficulty of quantifying certain aspects of educational value.

3.7 Technological Advancement and Development: The OCHE shall monitor and periodically assess opportunities for applying the research and development capabilities of the USHE to the System-wide need for information technology advancement.

3.8 Security, Privacy, and Freedom of Information: All ADP activities within the USHE shall comply with the Government Records Access and Management Act and other legal requirements relating to the security, privacy, and freedom of information.