**Information Technology**

1. Do employees having access to computer systems have an established need for this access?

2. Do all employees with computer access use passwords and not share them?

3. Does the department have procedures against unauthorized use or transmission of information?

4. Is access to the system removed for terminated faculty, staff and students in a timely manner?

5. Are microcomputers located in heavily traveled areas secured by a cable or an anchoring device?

6. Is each computer software package licensed for the current user?

7. Are computer files backed up on a regular basis with backup disks stored in a location away from the originals?

8. Is the department using the Administrative Computing electronic system and forms to streamline their accounting processes?

9. Does the department have sufficient technical support for ongoing operations to keep down time minimal as well as to provide the needed information for users to perform their duties?

10. Does the department have business resumption procedures for their automated systems, which are considered critical or vital to their daily operations?

11. Does the department have information technology strategies and plans to meet the demands of the users and keep up with technological changes?

12. When the department begins a local area network development activity, is a structured system development life cycle schedule being adhered to ensure a successful implementation in a timely and cost effective manner?