

## Office User Group (OUG)

### Scope

To discuss the concerns, issues and challenges of the computer users in the SMU community with regard to standard user software (MS Office Suite, Adobe products, Operating systems, etc.) and bring them to the attention of and/or make recommendations for areas of improvement to the University Committee for Information Technology (UCIT).

### Charter

Focus on the needs of computer users on campus  
Training opportunities  
Support needs and availability  
Office Productivity tools/Software features  
Upgrade plans/issues  
Technology Direction  
Operating System features/tools  
Special Emphasis on Open Communication to the campus community  
Communicating and Addressing Issues and Problem Reports  
Sharing information  
Listening to presentations (experts/vendors)

### Members – 16 (including Chair)

End Users (Admin Assistants, every day users)  
Technical Support Staff (from schools and departments)

Administrators in charge of Computing in Schools –	<b>6</b>
Dedman	
Theology	
Meadows	
Business	
Engineering	
Law	
Library Representative	<b>1</b>
Staff Association Nominations	<b>7</b>
Academic (4)	
Admin (3)	
Information Technology Services	<b>2</b>

### Characteristics of members

A computer user (Mac or PC) that has a strong working knowledge of desktop software (such as productivity tools and standard user software (MS Office Suite, Adobe products, Operating systems, etc.) and can communicate with the people in their schools or departments. They are facilitators that can represent their schools or department and can bring to the committee, their users' concerns, issues, comments, and recommendations.

### ListServ – Office User Group (OUG)

Meeting Frequency – Monthly