Thursday, March 25, 2012
2-3:30
Room LC53

Meeting Summary

Attendance:

Present: John Erdmann, Marshall Northcott, Michael Irvine, Steven Newton
Sara McKinnon, Kofi Opong Mensah, Chris Edmondson

Absent: Mary Sage, Al Harrison, Ross Goodwin, Frank Crosby, Lance Reyes

Agenda Items:

1. Agenda approved.
2. Minutes from April 28 were approved.
3. The committee reviewed the list of non-instructional computers requested in 2012 Program Review with Marshall Northcott and it was determined that two of the computers requested can be replaced from surplus computers:

   Non-Instructional Computers Requested:
   1. Wendy Walsh – can be replaced with a surplus computer
   2. Patrick Kelly - can be replaced with a surplus computer
   3. DENT/MEDA/EMT Part time Faculty at IVC – request for new computer so not eligible for replacement from surplus
   4. Music Admin Assistant (Joanna Pinckney) – surplus computers are same age
   5. Credit ESL Lab Sign-in Computer (this was remedied over Spring break as the old one stopped working)
   6. English Skills Lab Sign-in Computer (Steve Dodson working on this - it is even older than #5)

Questions remain:

1. Who decides to purchase new non-instructional replacement computer or new non-instructional computer requested for the first time in program review? the
2. How is a new non-instructional computer replacement funded if break down occurs during the year, after Program Review determinations are made? The committee suggests a fund be set aside for computer repair and replacement as necessary in these situations.
3. Should there be a computer replacement plan, which makes requests for most computers within program review unnecessary? The district has turned down such proposals in the past.

4. Standards for Replacement of non-instructional and instructional computers were again discussed and modifications for instructional computers were added. See below:

General Recommendations:

1) Establish an ongoing fund for the repair/replacement of computers that break during the year. These funds could be used for replacement parts or computer if necessary.
2) Consider the option of leasing computers rather than buying especially for faculty and staff computers.

Minimum Standards for College of Marin Instructional Computers:

Minimum Standards should be reviewed and updated annually.

1) Must be capable of running the most current supported Operating System.
2) Hardware specifications must support:
   a. Common software, e.g. Microsoft Office.
   b. Required discipline software
3) Used computers should be upgraded to at least 4 gigs minimum.
4) New computers should come with a minimum of 4 Gigs.
5) New purchases need to use latest hardware, operating system and peripheral connections.
6) New computers should have be energy-star certified wherever possible.

Non-Instructional Computer Replacement Process (Cascade model)

A) In case of emergency (computer stops working), replace with used computers.
B) In all other cases:
   1. Department (or IT) will make request for new or upgraded equipment through program review.
   2. Program Review Non-Instructional Requests will be reviewed by PRAC.
   3. PRAC will provide list of computer requests to the Tech Committee.
   4. IT will provide an inventory of available used computers to the Tech Committee.
   5. Tech Committee will match requests with available inventory based on the following criteria:
      a. Age of and functionality of computer to be replaced.
      b. Need of user
      c. Distance of computer from minimum standards.

In the event there are no available used computers, request will be sent back to PRAC for final consideration.

Minimum Standards for College of Marin Non-Instructional Computers:

Minimum Standards should be reviewed and updated annually.

1) Must be capable of running the most current supported Operating System.
2) Hardware specifications must support common software, e.g. Microsoft Office.
3) Used computers should be upgraded to 2 gigs minimum.
4) New computers should come with a minimum of 4 Gigs.
5) New purchases need to use latest hardware, operating system and peripheral connections.
6) New computers should have be energy-star certified wherever possible.

4. See above.
5. Carried forward until next meeting.
6. The Electronic Subscription draft from John Erdmann was reviewed and recommended for submission to PRAC.

Meeting was adjourned at 3:30PM/Next meeting: May 9, 2013, 2pm-3:30pm, LC53