PROCEDURAL RECOMMENDATIONS

RECOMMENDATION REGARDING FACULTY COMPUTERS

PRAC expects that the college will provide new full time faculty with an office and a workstation including a working computer, monitor, phone, desk, bookshelves, chair and access to a printer.

PRAC recommends that there be at least one working computer available for X number of Pters. We would like the TECH Committee to decide this in fall 2012.

RECOMMENDATION REGARDING SOFTWARE REQUESTS

2011-2012 Software requests have not been processed yet. In Fall 2012, an ongoing operational advisory group made up of IT, lab techs and faculty who have expertise and experience in software needs will meet, review requests and make recommendations to PRAC.

This advisory group will develop a centralized approach to prioritize requests and create a master matrix that provides the status of software licenses, contracts, upgrades including costs, expiration dates, number of licenses needed, etc.