Minimum Standards for all College of Marin 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 (if an instructional computer)
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 computers should be 64-bit.
6) New purchases need to use latest hardware, operating system and peripheral connections.
7) New computers should have be energy-star certified wherever possible.

Non-Instructional Computer Replacement Process: Cascade Model

NOTE: Cascade model is only possible if functional computers are available to cascade.

A) In case of emergency (computer stops working), replace with used computers if available.
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.