TPC - Computer Replacement Process Recommendations

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.