Thursday, March 28, 2012
2-3:30
Room LCS3

Meeting Summary

Attendance:
Present: John Erdmann, Marshall Northcott, Michael Irvine, Steven Newton
Sara McKinnon, Frank Crosby, Lance Reyes

Absent: Chris Edmondson, Mary Sage, Kofi Opong Mensah, Al Harrison, Ross Goodwin

Agenda Items:
1. Agenda approved.
2. Minutes from March 4 were approved.
3. Jeff Fleischer was introduced to the committee and gave a brief resume of his career.
4. IECs concern with no mention of a cascading scenario for computers in the Tech Plan was noted by the committee which led to a discussion of the next item on the agenda
5. The committee came up with some tentative replacement standards for replacement of faculty and staff computers as follows:

   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 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, .....

   Minimum Standards for 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 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. There was no discussion regarding standards for replacement of student lab computers. This was postponed until a future meeting.
7. The committee discussed asking the disciplines to create an inventory of non computer-instructional technology but it was thought that this will be rejected by the college community. The need to monitor totals for this type of equipment requested in Program Review was however thought useful for future planning and determination of amounts to be set aside in a possible reserve fund for such technology in the future.

Meeting was adjourned at 3:30PM/Next meeting: April 25, 2013, 2pm-3:30pm, LCS3