PURPOSE

The purpose of this procedure is to (1) establish priorities for allocating computer resources consistent with the College’s mission, philosophy, and goals; (2) balance services among the user groups, and (3) provide for regular evaluations of the College’s computing needs.

PROCEDURE

1. Usage Priorities

   a. Resources devoted to instructional use have the highest priority.

   b. Administrative, faculty, and staff allocations are prioritized based on need with consideration of meeting Minimum Standards as discussed below.

   c. Open student laboratories are allocated equipment based on both intended use and comparison to Minimum Standards criteria.
2. Minimum Standards
   a. The IT Department will maintain an accurate list of all TCL computers, showing details of the hardware specifications.
   b. A minimum hardware standard will be established by the IT Department, and reviewed annually.
   c. Machines that fall below the minimum standard will be replaced, retired, or upgraded as funds or more current equipment becomes available.

3. Needs Assessment
   a. Each department should evaluate their anticipated computer needs annually when preparing departmental budgets. These assessments will be incorporated into TCL’s Technology Plan.
   b. The Technology Plan is reviewed and revised on an ongoing basis by the IRM Committee.