

Classroom and General Campus Equipment Refreshment Guidelines November 28, 2005 (updated 12-11-2008)

Guiding Premises:

- Students consider up-to-date classroom equipment in good working order a classroom necessity.
- Faculty members want each classroom to function at an optimal level at all times.
- Standardize equipment when possible while recognizing different needs and take TCO* into consideration.
- Continue to proactively support student learning and the functioning of the institution.

Priorities:

- 1st: Campus networking infrastructure including servers, networked printers, and the telephone system;
- 2nd: Instructional labs and classrooms, then library student stations (this includes computers for campus technicians, Staff Development Lab, and also includes “power users”* * as designated by divisions as well as online course instructors); computers generating FTES will have a higher priority;
- 3rd: Desktop/office computers (generally cascaded down from student labs).

Process:

Update the campus labs/classrooms with the campus techs and list what needs to be refreshed and the cost;
Share the list with AAAG, SSAG, ASAG and the Technology Committee for their input on priorities;
Bring the list of priorities to College Council as an information item;
Bring the list of priorities to the Board of Trustees if requested to do so;
Keep some funds for emergencies.

Consensus Items:

1. Classroom equipment needs to be refreshed at different rates depending on a) sophistication of use and b) average life of equipment item.
 - a. Computers – average of 3-4 years***; other items from 2 to 8 years;
 - b. Hook-up for laptops needs to be in all classrooms;
 - c. When possible, accelerate replacement of labs and move the replaced computers to staff desktops;
2. There should be no cascading into multimedia classrooms as new equipment is always required, however, equipment may be cascaded out of the classrooms;
3. One rolling cart must be available in most division buildings or in A/V for emergencies, and/or; maintain a small pool of older, workable, computers and projectors as emergency replacements;
4. Document cameras must be in classrooms and overhead projectors will be moved to A/V for storage unless they are actively being used in a classroom;
5. Standardize on one or two projectors with bulb replacement by A/V for those projectors only;
6. Classroom equipment purchased from any account (or donated to the college) must be considered “college” equipment for purposes of utilization, subject to the requirements of equipment purchased with categorical funds;
7. Continue using MPC’s implementation of technology TCO process;
8. Consolidate equipment purchases for economy of scale, typically twice/year;
9. Exchange an old PC (or printer) for a new PC (includes donations) – cannot keep the old PC (or printer);
10. Remove individual ink jet printers where possible and replace them with networked “green” printers;
11. Consolidate laboratories and general use computers if programmatically appropriate for ease of support;
12. Add specialized software to LTC computers for student access, with legal licensing and by arrangement with LTC personnel;
13. Specialized instructional software upgrades are not a part of the funding for the technology refreshment process but should be addressed in the Action Plan;
14. Increase security measures for all classrooms with priority given to classrooms opening to the outside – i.e., keypads;
15. Make use of all possible funding: technology refreshment fund, other departmental funding, TTIP, Instructional Equipment & other state funding, categorical funding, grants.

* Total Cost of Ownership

** Power users are those instructors/developers who use video editing software, animation software, image editing software, music composition software, etc. or are online course instructors/developers.

*** Some classrooms will be designated as needing computer refreshment every 2-3 years and other classrooms can wait for 4 years.