<u>PROCEDURE FOR THE INVENTORY</u>
<u>AND USE OF MICROCOMPUTERS ON CAMPUS</u>

1. Microcomputer Labs

    To provide the most effective method of instruction utilizing
    microcomputers, the best configuration of equipment is a controlled
    decentralized approach defined as follows:

    A. Microcomputer labs designed to meet specific instructional needs.
        These labs are organized as open access and/or instructional facilities
        and may be staffed by appropriate technicians under the direction of
        the division administrator and assigned faculty.

AREA	LOCATION
Word Processing	East Technology
Information Processing	East Technology and Whitman Center
Tutoring	Learning Assistance Lab
Math/Science/Health	Life Science
CAD	East Technology
Open Access Microcomputer Lab	Campbell Learning Resource Center

    B. Instructional laboratories utilizing microcomputers as lab equipment,
        e.g., electronics, physics, nursing, machine tools, and robotics.

        Selection and use of micros are determined by the division
        administrator and appropriate faculty member.

2. Procedural Statement on Software

    A. Software is classified into three categories:

        1. <u>Courseware</u> - The use is primary to the instruction of any course,
            e.g. BASIC, Lotus, Pascal, etc.

        2. <u>Instructional Software (CAI - Computer Aided Instruction)</u> - The use
            is supplemental to the instruction of any course.

        3. <u>Instructional Management Software</u> - The use is for the management of
            an area or department, or a program to aid in the development of
            instructional software (ref. category #2), e.g. PEAKS.

    B. Utilization of software by faculty and staff at Monroe County Community
        College shall follow the established procedure:

        1. Monroe County Community College licenses the use of its computer
            software from a variety of outside companies. Monroe County
            Community College does not own this software or its related
            documentation and, unless authorized by the software developer, does
            not have the right to reproduce it.

        2. With regard to use on local area networks or on multiple machines,
            Monroe County Community College employees shall use the software
            only in accordance with the license agreement.

        3. Employees and students must understand that according to the U.S.
            Copyright Law, illegal reproduction of software can be subject to
            civil damages. See Policies 6.43 and Procedures 6.43a dated
            February 28, 1994.

    4. The appropriate division administrator, upon request of faculty or
       administrator, will initiate the request for duplication of
       courseware (ref. category #l) and related documentation in
       accordance with the licensing agreement or by written arrangement
       with the software producer. The Director of the Learning Resource
       Center or designee is authorized to sign the licenses or agreements
       and maintain a file of these requests, related licenses, and other
       agreements. See Policies 6.43 and Procedures 6.43a dated February
       28, 1994.

    5. The Director of Learning Resources or designee shall be responsible
       for inventorying all software as defined in 2.A. Back-up copies
       shall be made, as permitted, under the conditions of purchase and
       retained in the Learning Resources Center. Policies 6.43 and
       Procedures 6.43a dated February 28, 1994. Dissemination of listings
       of such software holdings shall be done annually. Subsequent
       notification of new software acquisitions shall be made
       periodically.

    6. The Vice President of Business shall be responsible for the final
       selection and purchase of hardware and software designed for the
       finance and accounting functions of the institutions.

    7. The Vice President of Student and Information Services shall be
       responsible for the final selection and purchase of hardware and
       software designed for financial aids, placement, admissions, and
       registration functions.

3. Procedural Statement on Microcomputer Inventory

   A. Hardware

   1. The responsibility for the inventory is that of the division
      administrators.

   2. It is the responsibility of the Vice President of Business to
      develop a format for reporting equipment and a procedure for keeping
      the inventory current.

3. B. Software

   1. The official inventory of all software programs or multiple copies
      of programs shall be maintained by the Director of Learning
      Resources or designee.

   2. Each division administrator is responsible for communicating to the
      Director of the LRC all purchases of software.

4. Service Contracts

   The District will not enter into maintenance agreements for microcomputers
   under present failure patterns. However, circumstances may arise where
   service contracts are appropriate and should be budgeted.

5. Training Faculty

   Microcomputer training should be task oriented rather than hardware
   oriented. It will be the responsibility of the staff development
   committees of all three areas to survey and identify tasks that utilize
   microcomputers as tools. Further, that training sessions be developed
   from this list.

6. Microcomputer Technician

    Maintenance on microcomputers and peripherals on campus is the
    responsibility of the Microcomputer Technician. Maintenance includes all
    hardware and software repairs and upgrades as well as specified training
    as needed. If a specified repair cannot be accomplished by this person,
    then he or she is responsible for contacting an appropriate outside vendor
    to complete the repair.

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