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.

<table>
<thead>
<tr>
<th>AREA</th>
<th>LOCATION</th>
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<tbody>
<tr>
<td>Word Processing</td>
<td>East Technology</td>
</tr>
<tr>
<td>Information Processing</td>
<td>East Technology and Whitman Center</td>
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<tr>
<td>Tutoring</td>
<td>Learning Assistance Lab</td>
</tr>
<tr>
<td>Math/Science/Health</td>
<td>Life Science</td>
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<tr>
<td>CAD</td>
<td>East Technology</td>
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<tr>
<td>Open Access Microcomputer Lab</td>
<td>Campbell Learning Resource Center</td>
</tr>
</tbody>
</table>

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. **Courseware** - The use is primary to the instruction of any course, e.g. BASIC, Lotus, Pascal, etc.

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

3. **Instructional Management Software** - 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 #1) 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.
      
   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.