TECHNICAL COLLEGE
OF THE LOWCOUNTRY

PROCEDURE: Allocation of Computer Resources
Number: 2.3.1.1

Responsibility: Administrative Services (Information Technology Department)
Last Updated: November 1, 2023
Related Policy: 2.3.1 Information Technology Resources

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President

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.