

Wayne Community College
Technology Plan
2005-2010

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Mission and Vision

The Technology Committee focuses upon technological advancements and monitors their integration into our educational process such that our students, faculty, and staff will receive the greatest possible access to knowledge, instruction, and services in support of the purpose of the College.

This document presents information and recommendations on technology issues and was initiated upon recognition of the need to formulate an institutional position on the development of computer and related technology resources.

Technology in its very general sense refers to the practical application of science and to all processes dealing with the creation or production of materials. For this committee's purposes, technology refers to all the tools used to facilitate, to enhance, and to support the learning process. Technology includes, but is not limited to, computers, computer peripherals and software, multimedia equipment, communication systems, and computer networking.

The rapid growth of computer use, the growing expectations for access to computing resources and the increasingly complex applications of computers in all areas of the college have created new demands for instruction in computer literacy, word processing, and business software applications. As a result, Wayne Community College has experienced a tremendous increase in the demand for computer technology resources to support curriculum and continuing education instruction and to support the administrative processes of the college.

Many curriculum programs use course specific technologies along with online, web-enhanced, and web-based supplemental delivery methodologies. Technology competencies are also found in both program and course level outcomes in curriculum across the campus.

Advance planning for the application of computer technology in instruction and administration is essential for efficient and effective utilization of the college's resources. The main purpose of the Computer Technology Resources Plan (hereafter called the "Plan") is to present systematic methods for the development and management of computer resources that support Wayne Community College's academic, administrative, library, and media resources computing needs.

The Purpose of the Plan

1. To integrate technology needs into the Strategic Planning Process.
2. To identify current and future computer technology needs in academic instruction, administrative support, library, and media resources.
3. To identify current and projected computer hardware, software, physical facilities, and staffing needs of the college.
4. To ensure adequate training is available for the new technology.
5. To recommend guidelines for allocating computer technology resources.
6. To develop an implementation schedule that addresses the needs and capabilities of the institution.

The Assumptions of the Plan

In order for long range computer technology needs to be identified, goals and priorities to be established, and strategies for implementation to be developed, the following assumptions are made:

1. Establishment of priorities for implementation of the Plan will be based upon available resources and justifiable need.
2. Computer technology supports but does not replace good policy, procedures, management, and instruction.
3. Coordination of planning, budgeting, and allocation of computer resources for the institution will result in increased economies, efficiency, effectiveness, coordination, and quality of programs and services.
4. Acquisition of computer technology will be an ongoing process that will occur as resources become available. Computer systems will require significant continuing investments in both hardware and software to maintain relevant academic instruction and responsive administrative support.
5. Technological systems must be adaptable because change is inevitable. Planning should emphasize the development of high quality, flexible systems with long life and minimum maintenance.
6. As the college's information system becomes more complex, the demands on staff development will increase to ensure that these resources are effectively used.
7. The Plan should be responsive to changing conditions within the institution and the environment in which it operates and should be reviewed and updated every three to five years to ensure that the computing needs of the institution are being addressed efficiently and effectively.
8. Computer utilization is expanding on campus, but the college is not yet adequately prepared to meet the technological demands of the coming years.
9. Instructors, staff, and students need additional access to computers.
10. More courses will utilize the computer and multimedia to provide and manage instruction.
11. Standards for acquiring computer resources are needed to ensure high quality, flexibility, and efficiency.
12. Internal and external networking capabilities should be available to enhance the sharing of software and information.
13. Training should be provided in the use of hardware and software as (1) new technology is introduced, (2) new employees are hired, and/or (3) employee technology growth requires.

14. As computer and multimedia applications increase, the demand for efficient reliable communication initiatives, such as fiber optics and wireless, will increase.

Narrative

Technology is included in the Wayne Community College goals statements found in the *College Catalog*, *Student Handbook* and in the *Strategic Plan Guide 2005 – 2010*. The long range goal number eight states that the College will “Integrate technology in all aspects of the College’s operations.” The short-range goals include:

- 1- Provide opportunities for faculty staff and students to utilize state-of-practice technology.
- 2- Expand and improve program accessibility through technology
- 3- Systematically upgrade and replace technology to meet local and global needs.

Wayne Community College demonstrates the appropriate use of technology to enhance student learning, meet the objectives of its programs, and ensure that students have access to and training in the use of technology. The college is confident that its current level of technology integration significantly contributes to students’ learning experiences and impacts the quality of instruction overall.

The application of technology in the college classroom is an integral component of instruction. In addition to utilizing program specific technologies, educators are supplementing teaching practices and enhancing the learning environment with multimedia and web-based content and/or activities. The College continually strives to add and upgrade resources to meet the technological challenges of education in this century.

The application of technology is appropriate for meeting program objectives. WCC defines learning as the process by which behavior is changed as individuals acquire and apply knowledge, attitudes, and skills. WCC states its commitment to prepare its graduates technologically in one of the college-wide learning outcomes (general education competencies): “Upon successful completion of the requirements for a degree at Wayne Community College, the graduate will be able to do use computers and other technologies to achieve academic, work-related, and personal goals.”

The college ensures students have access to and training in the use of technology. As previously stated, technology is integrated in every degree program across the campus. All students must take one of two introductory courses (CIS 110 and CIS 111) designed to provide students with basic computer competencies in word processing, spreadsheets, databases, the Internet, operating systems, presentation software, and hardware/software application. WCC’s commitment to providing the students technology access and application is also seen by the sheer number of computer and multimedia resources available in the various curriculum programs campus-wide. An inventory compiled by the Information Systems Department (IS) in November 2004, lists approximately 600 computers with application software for students use in WCC classrooms and labs, both on the main campus and at the off-site locations. Internet access is available on the majority of those computers.

WCC’s Open Computer Lab is available to students and provides walk-in access to 50 multimedia Pentium PCs, 2 laser and 1 color printer, and a scanner. The PCs provide access to the Internet, instructional software, and access to online services including Blackboard Course Info and the WCC Cruiser/WebAdvisor. A lab coordinator, a full time monitor, and one part-time

monitor are available to assist students with problems or questions concerning computer hardware and software.

The college supports various web-based services and publications such as the WCC website, Blackboard Course Info, Campus Cruiser/ WebAdvisor, online library, Online Writing Center, web-based admissions application, WCC Helpdesk, electronic news releases, announcements, college calendars, and teleconferencing capabilities.

In Fall 2004, the college website was completely revised. In addition to restructuring the image and organization of the website, several features and contact points were added for student convenience and support. These include an online suggestion box, online calendars, tiered drop box style navigation, a site-wide search engine, and various request forms for advising, counseling, and library services and information. In addition, the college uses a web-based electronic news and information portal application. This portal application allows for the placement of instant headlines and information that can be directed specifically to campus and internal news, news of public and local interest, as well as feature stories and information about the college.

WCC adopted Campus Cruiser, a community based portal platform for managing, tracking, and sharing information electronically in Fall 2004. The WCC Cruiser facilitates communication between students, faculty, and staff, provides convenient access to College information, and provides access to message boards, discussion groups, and other web-based features. Most importantly, WCC students are provided with free secure email access. Additionally, WCC Cruiser enables student's access to WebAdvisor, a tool that provides students and employees web based secure and current access to all their academic history, such as, financial aid information, courses searches, class schedules, grades, transcripts, and the ability for web-based registration.

In addition, the College has a variety of support services and college wide committees that assist in fulfilling the technology goals. These services and committees, individually and collectively, assist the College in maintaining the most current practices in information technologies and focus on all issues related to technology.

The WCC Technology Committee

Purpose:

The Wayne Community College Technology Committee promotes the effective use of all technologies that facilitate, enhance, and/or support the teaching and learning process. It is chaired by the Director of Educational Support Technologies, has representation from all facets of the college and meets at least bi-annually.

Authority:

1. Act as an advisory committee to the President for policies and procedures relating to the appropriate application and use of technology.
2. Oversee the standing committees related to the use of technology on campus and co-ordinate the long-range technology plans produced by these committees. The standing committees include Distance Education, Information Systems, and the Library Committee.

The Distance Education Committee serves as a steering committee for the WCC Distance Education program. The committee establishes standards, policies and guidelines for distance related issues; it identifies and addresses related issues, proposes innovative challenges to enhance to the entire distance education program, provides a forum for open discussion, and submits and/or proposes recommendations to Administrative council.

The Information Systems (IS) Department is responsible for all telephone, data processing, and computing needs of the faculty, staff, and students of Wayne Community College. The IS staff strives to support the integration of technology into all aspects of the College's operations and encourage the effective, productive, efficient, and responsible use of technology resources.

The library committee advises the college on policy matters and on the development and utilization of library and related technology resources. The committee serves as a liaison between the library and students, faculty and staff of the college.

Membership:

The Technology Committee chairperson and the rotating members will be selected by the President. The Technology Committee is composed of the following:

Permanent Members

Director Educational Support Technologies
Vice President of Academic Affairs
Director of Information Systems
Director of Computer Programs, Continuing Education
Director of Library

Rotating Members - Two Year Terms

A representative from Business, Computer, Agriculture/Natural Resources
Division
A representative from Arts and Sciences Division
A representative from Allied Health/Public Services/Human Services
Division
A representative from Applied Technologies Division
A representative from Student Services
A representative from Continuing Education
A representative from Information Systems

Ex-officio Members

Vice President of Student Services and Special Projects
Vice President for Educational Support Services
Director of Planning and Research

The Role of the Technology Committee

1. To explore the available technologies and research their use in education.
2. To act as an advisory board to the President for policies and procedures relating to the application and use of technology.

3. To keep the college community informed of new technology, changes in technology, and activities of the Technology Committee in implementing the technology plan.
4. To review and rank the technology-related planning objectives, to evaluate them relative to the adopted compatibility standards, and to recommend any appropriate ways to modify those objectives which would lead to more efficient and effective use of all resources (facilities, equipment, software, and personnel).
5. To encourage continuous improvement and innovation in the use of technology in the learning process.
7. Present the Technology policies of the institution concerning software, acceptable use, planning and budget processes, inventory for computer hardware and software, and reallocation of computer resources.
8. Maintain Technology policies and publish related documents in the Wayne Community College Procedures Manual.
9. To periodically survey, through the use of advisory committees and employer follow-up, the computer technology resources of local business and industry to determine if the college is providing adequate training for its graduates and retraining for current business and industry employees.
10. To perform any tasks assigned by the president.

The approved Technology planning objectives are reported by respective academic and administrative departments through the college's end of year institutional effectiveness plan.

Goals and Objectives

The ultimate goal of the Plan is to promote effective use of computer technology resources that will result in excellence in programs, processes, and outcomes while conserving resources.

The objectives of the plan include:

- 1- Improve current educational programs through continuous planning and evaluation.
- 2- Increase program accessibility through technology.
- 3- Expand professional development activities for all college employees.
- 4- Promote innovative, flexible, and proactive strategies in adapting student services to meet changing needs.
- 5- Continue and enhance student access to the library and other online research mechanisms from on campus, off-campus educational sites, and from home.

Critical issues Addressing Objectives of the Plan

Curriculum and Instruction:

1. Offer exceptional programs for curriculum and instruction by incorporating various technological opportunities and delivery enhancements.
2. Technologically enhance educational climates and programs with increased student access to available technologies.
3. Provide adequate professional development opportunities for faculty who desire and or currently utilize technology to enhance teaching practices.

Library and Learning Resources:

1. Provide technology support to the WCC Library and other educational resources.
2. Create a means to monitor the students' use of technology in the library.

Student Services:

1. Provide online access to various student support services, such as academic advising, admissions, financial aid, tuition payments, counseling, placement, and delivery of course materials for distance education students.
2. Offer Provide an online means respond and resolve student complaints or issues.
3. Verify that students have appropriate knowledge and technological resources required to complete the program successfully.
4. Offer technical assistance and /or support for faculty, staff, and students.

Facilities and Finance:

1. Possess the equipment and technological expertise required by all areas of the college.
2. Provide the institutional facilities, equipment, and laboratories appropriate for the all curriculums.
3. Through continuous improvement processes, identify and integrate Technology initiatives into the college plan.

Planning/Budget/Integration

The Colleges planning/budget/technology integration process is a comprehensive, broad-based and integrated with the college budget. All College personnel have the opportunity to participate in the technology planning process. The college policy on allocation of new resources is that "you must have a planning objective in order to be considered for new money." The integration of the college's technology plan within the overall planning process involves several important steps designed to optimize the procurement and allocation of limited

resources. These steps are designed to assist the member unit member in obtaining the proper resource(s) in order to do his or her job. See the **Plan/Budget/Technology Integration Process Policy**, Appendix C.

Budget- Planning process Categories:

1-Infrastructure- LAN and WAN building, Computers and peripherals, ITV & peripherals, software and supplies.

2- Staff development- in-service training, consulting (use of outside training resources).

3-Research and Development- Attending conferences, seminars, and vendor fairs, curriculum development (teacher compensation), Information architecture/infrastructure consulting.

4-Information and video services: ITV services, Internet access provider, commercial online services, cable TV, dedicated telephone line installation and maintenance, maintenance and maintenance contracts.

Assessment of Technology

To monitor college-wide technology integration, the college routinely evaluates the effectiveness of its technology training programs and the adequacy of technology access and support. The evaluative measures include the collection of data on staffing, faculty credentials, program costs, courses offered, enrollment headcount, FTE, grade distribution, course completions, and student and instructor satisfaction. Direct evidence of success is provided by graduate surveys and course evaluations.

End-of-course evaluations are conducted to determine the students' satisfaction with access to and use of and technology in individual course sections and campus wide. Direct evaluation of student knowledge and skills is largely course-based; however, departments may employ broader, program-wide assessments for special technology related computing initiatives.

To ensure quality in the distance education program and courses, the College annually evaluates all distance education courses. The process for evaluating off-campus and distance education activities is the same as evaluation of traditional, seated programs. Evaluative measures that examine student satisfaction, student evaluation of instruction, grade distribution, and course completion rates are used to evaluate distance education activities against traditional on-campus courses.

Wayne Community College
Appendix A: Software Policy

PURPOSE:

Wayne Community College acquires licenses for computer software from a variety of sources. The software may be produced by third parties, employees on their own time, or employees during college time. The purpose of this policy is to prevent copyright infringement and to protect the integrity of the college's computer environment from viruses or unauthorized intrusion.

POLICY:

1. Wayne Community College has appointed a software manager to oversee all personal computer software issues. The duties and responsibilities of the software manager are described in section D of this policy.
2. Wayne Community College employees may not duplicate any copyrighted licensed software or related documentation for use on either college premises or elsewhere unless the college is expressly authorized to do so by written agreement from the publisher. In most cases, one (1) "backup" or "archival" copy of the program may be made as long as it is not used on an additional computer.
3. Software may be used on LAN (Local Area Networks) or on multiple machines only in accordance with applicable license agreements.
4. No software purchased by employees may be loaded on any college owned personal computer. If personally owned software is deemed vital for college needs, the employee should follow appropriate software purchasing guidelines to obtain a copy of the software that may be registered and licensed to the college.
5. No employee of Wayne Community College may load software licensed to the college on his/her home personal computer unless the license agreement specifically allows such action. After approval from department head or immediate supervisor, the software manager will determine whether the license agreement allows software to be loaded on additional computers.
6. Software that is written by employees off campus, off hours to be used by themselves, to be distributed to other employees, and/or to be distributed to students may be used on campus. A copy of the program(s) and a written statement specifying under what conditions it may be used, copied, and/or distributed will be sent to the software manager.
7. Software that is written by employees on campus during work hours must comply with the college's copyright policy.
8. Software that is donated (not purchased by the college) by an authorized vendor or agency of the State of North Carolina may be installed/used on College computers. A copy of the program's license agreement /contract will be forwarded to the software manager for his/her records.
9. Employees or students having knowledge of any misuse of college licensed software, related documentation, or non-college licensed software on college owned computers should notify his/her immediate supervisor, instructor, or appropriate college official.
10. Any employee or student who makes, acquires, or uses unauthorized copies of licensed software shall be subject to disciplinary action. This action shall be made on a case by case basis by appropriate college official. Any individual violating this policy shall be personally responsible for any damages or penalties incurred by such violation.
11. With the availability of the Internet on campus the possibility of "Shareware" software being downloaded/distributed exists. This software may be loaded/used for evaluation purposes only. Employees should keep in mind that this type of software is still regarded as copyrighted materials and will be treated as such. The college will not use shareware on a continual basis to avoid paying a registration/licensing fee.

SOFTWARE MANAGER:

Wayne Community College has appointed the Director of Information Systems or he/her designee as the college's software manager. She/he may be contacted regarding any issues concerning purchasing, installation, and licensing of software used on the college's academic and individual office computers.

DUTIES AND RESPONSIBILITIES OF THE SOFTWARE MANAGER:

1. Record the receipt of newly acquired software/licenses and place of use.
2. Make backups of original media and store originals for safekeeping. Exception: Some programs are now being shipped on CD-ROM format. If the program requires the CD-ROM to be run on the computer, the department will be responsible for the CD-ROM's safekeeping. Any extra copies of media will be stored by the software manager.
3. Deliver documentation and install or delegate the installation of the software in accordance to license agreement. Authorized vendors or agencies of the State of North Carolina may install software when required with prior notification being given to the software manager. (See Section B Number 8)
4. Register all purchased software. Software will not be registered in any one person's name, but in the college's name.
5. Perform periodic and/or random audits of college owned personal computers and networks to insure compliance with license agreements. Compare audit results with actual license records on file and report variances to appropriate college officials. With prior notification, unauthorized software will be removed from the computer(s).
6. Review license agreements and/or written documentation from publisher to validate employee's request to load software on additional machines and/or his/her home personal computer. In the case of the software being used on a home personal computer, the employee will be required to sign-out the software. When the software is no longer being used, the employee will delete the program from his/her hard drive as soon as possible and notify the software manager. Any diskettes and documentation should be returned to the software manager for possible use by others.

SOFTWARE PURCHASING GUIDELINES:

1. Before a requisition for a software purchase is made, the requesting department will contact the software manager to verify:
 - a. That no available unused licenses of the software package exist. If unused licenses are available, arrangements to install the software and deliver any documentation will be made.
 - b. That their equipment is capable of running the software needed.
2. The requesting department will fill out requisition form and acquire necessary department approvals. The completed requisition should then be forwarded to the business office for processing.
3. The business office will forward copies of any software purchase orders to the software manager.
4. Upon receipt of the software package, it will be forwarded directly to the software manager for cataloging, backing up of original diskettes, and registration. The software manager will then make arrangements with the requesting department for the delivery of the documentation and the installation of the software.
5. Any department that determines that it no longer needs to use a software package should notify the software manager as soon as possible. The package will be deleted from the computer(s), and the software's documentation and license will be made available for possible reassignment.

Wayne Community College
Appendix B: Internet Usage Policy

PURPOSE:

To define the policy pertaining to the use of the North Carolina Integrated Information Network (NCIIN) and the global Internet by public staff and NCIIN users.

PROCEDURE:

INTRODUCTION

Wayne Community College uses Information Technology services, ITS, as its Internet Service Provider (ISP). Therefore, we are subject to the policy established by the North Carolina Integrated Information Network (NCIIN).

POLICY

The NCIIN policy is located as a .pdf file at
http://www.scio.state.nc.us/sitPolicies_List.asp?Wide%20Area%20Network

VIOLATIONS

The use of the Internet may be revoked at anytime for abusive conduct. Violations of the NCIIN and/or the Wayne Community College Internet Policy may result in administrative action up to and including termination.

Wayne Community College Appendix C: Technology Acceptable Use Policy (TAUP)

PURPOSE: The purpose of the Wayne Community College's TAUP is to enhance and support the educational mission of the college. This policy is subordinate to all applicable laws of the State of North Carolina and the United States of America. All students, faculty, staff and public patrons are responsible for using WCC's technological resources in an effective, ethical and lawful manner. Resources are defined, but not limited to: computers, computer networks and telecommunications, multimedia and hyper media, camcorders and VCR's, instructional television and video microscopes, telephones and voice mail and the use of the World Wide Web (www)/Internet.

POLICY: Our goal is to promote educational excellence for all Wayne Community College students, faculty, staff and patrons by facilitating resource sharing, accessing outside information and research while encouraging technological innovation and worldwide communication. Based on this policy, the following have been accepted and approved:

Acceptable Use:

- Use consistent with the Acceptable Use Policies (AUP) for the North Carolina Research and Information Network (NCREN), the North Carolina Integrated Information Network (NCIN), and the National Science Foundation Network (NSFN). Copies of the AUP's for these organizations are available on each organization's Internet Web Site.
- Use related to administrative and other support activities considered consistent with the mission of Wayne Community College.
- Use for purposes of, or in support of, education and research.

Unacceptable Use:

- Use of WCC's technological resources that violates federal, state and local laws or statutes.
- Use of WCC's technological resources which provides or assists in gaining unauthorized or inappropriate access to systems/networks, software or data at WCC and other sites.
- Use of the Internet for any illegal activity, including violation of copyright or other contracts.
- Use of the Internet for financial or commercial gain.
- Use for activities that interfere with the ability of others to use WCC's technological resources effectively.
- Use for activities that result in the loss of another person's work or unauthorized access to another person's work.
- Use of another person's account/divulging passwords to anyone else.
- Use for distribution of obscene, abusive or threatening messages via electronic mail or other means.
- Use for distribution of chain letters or broadcasting to lists of individuals in such a manner that might cause congestion on the network.
- Tampering with the operation of the college computer systems and components, networks, and wide area networks to which the college subscribes (including the Internet).
- Use inconsistent with the Acceptable Use Policies of NCREN, NCIN and NSFN.

CONDITIONS: Violations of this policy may be met with a reduction of access to WCC technological resources or with complete denial of access to WCC technological resources. Violators may be brought to the attention of WCC officials who may take legal action. Action taken by WCC does not preclude the possibility of legal action taken by others.

MODIFICATIONS: WCC reserves the right to modify this policy at any time.

Wayne Community College
Appendix D: Plan/Budget/Technology Integration Process

The integration of the college's technology plan within the overall planning process involves several important steps designed to optimize the procurement and allocation of limited resources. These steps are designed to assist the planning unit member in obtaining the proper resource(s) in order to do his or her job.

Coordination with the following college support services functions are required when preparing objectives involving computer hardware/software, audio-visual equipment and/or audio visual materials. The appropriate support services director (Information Systems, Educational Support Technologies, and Library Resource Center) will coordinate and, if applicable, comment on the appropriate Planning Unit Budget Request Form prior to submission to the Planning Group Head and Planning Council. Therefore, these requirements should be forwarded to the appropriate area early in the planning cycle.

Plan/Budget/Technology/Integration Process.

1. Computer software/hardware requests are coordinated through the Information Systems Department (IS). IS personnel will assist in the purchase, installation and licensing of software used on the college's academic and individual office computers. Computer hardware items are defined as, but not limited to, the following: CPUs, Memory, Mother Boards, Hard Disks, Keyboards, Monitors, Mice, Sound Cards, Video Cards, Network Cards, Consoles, Ports, Printers and CD-ROM.

The Director of Information Systems should be contacted for issues concerning the purchasing, licensing and installation of software/hardware or any equipment using the colleges computing facilities.

2. Audio-visual equipment requests are coordinated through the Director of Educational Support Technologies. Audio visual equipment is used to produce and/or present information. "Presentation equipment" includes items as laptops, data projectors, televisions, video cassette recorders, overhead projectors, slide projectors, lcd panels, cassette recorder/players, digital laserdisc and VHS players, satellite dishes and receivers, and multi-media work stations.

"Production equipment" includes such things as video camcorders, digital and 35mm cameras, video editors, cassette, VHS, CD and DVD duplicators, transparency printers, and computer multi-media authoring systems.

3. Audio-visual material requests are coordinated through the Director of the Library. Audio-visual materials are commercially-prepared programs available in a variety of formats: video cassettes, audio cassettes, compact disks, laser disks, video disks, slides, and transparencies. These materials are ordered by the library. Normally, the materials are ordered on a preview basis or purchase approval with the right to return the materials within 30 days if the contents do not meet the instructional needs.

Once the plan and budget documents have been submitted to the Chief Financial Officer for review, the Director of Planning and Research will forward "technology related" documents to the Chair of the Technology Committee for review.

The committee reviews the documents to determine:

1. If the educational and/or administrative value of the objective is compatible with the purpose of the institution.
2. If there is existing hardware/software available on campus that will satisfy the need.
3. If the objectives are consistent with the technology goals of the institution.

The Technology Committee will make recommendations to the president who, in turn, working with the Administrative Council will allocate appropriate resources after the Planning Council annual retreat. The Planning Council, at its annual retreat, will review and prioritize technology related objectives along with all planning objectives. This prioritization will be done independently of the Technology Committee's review.

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Appendix E: Reallocation of Computer Resources

It is the policy of Wayne Community College to effectively reallocate older computer hardware for maximum utilization. Instructional reallocations will take precedence over administrative needs. The primary process for such reallocations will be the College's on-going institutional effectiveness process.

As annual planning objectives are developed, prioritized, and approved, the planning council will notify the technology committee of the types and numbers of computers available for reallocation and the requests they have for those computers. The technology committee will make recommendations to the president on the disbursement of those computers. As part of the process, the administration with advice from the technology committee can also make decisions within the planning year to reallocate such resources that may arise during the planning year. In particular, the mid-year budget review process will be used as an appropriate time for such review and reallocation. When there are no existing needs within the College which require the resources available for reallocation that equipment will be disposed of through the College's regular policies for the disposition of equipment.

These guidelines do not take into consideration the development of new programs or new policies. They will have to be inserted into the reallocation plan as developed. The reallocation plan as prepared by the technology committee is based upon goals and functions of the instructional and support programs of the College.

To support this plan, a set amount of money should be allocated for campus wide computer hardware upgrades before and above the general equipment fund for the college. If this money is not allocated before the general needs of the College, we will continue to fall farther behind in meeting and maintaining the technological standards of the college's technology.

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Appendix F: User System Security and Responsibilities

PURPOSE:

The purpose of this system is to define the systems users' security procedures and responsibilities.

INTRODUCTION:

The Wayne Community College computer system is restricted to authorized use and subject to monitoring at any time. Anyone using this system expressly consents to such monitoring and to any evidence of unauthorized access, use, or modification being used for criminal prosecution and civil litigation.

PROCEDURES:

The basic control over user access on the college computer system is by requiring the user to have a user ID and password to access an application, such as Novell, GroupWise, Blackboard, Datatel, WebAdvisor, or Campus Cruiser. Each user has a unique ID and password that must not be shared with any other user.

Users must not keep written records of their IDs and passwords where other users may access them. For example, IDs and passwords must not be written on sticky notes attached to the pc monitors.

A user should not leave his pc unattended. If a user needs to leave the immediate vicinity of his pc, he should log off of the system or secure it with Windows + L.

A user should not leave his pc powered on overnight.

Physical access to computer equipment and data must be controlled by the user. Sensitive information should not be sent to printers or fax machines that are accessible by the public or other employees not authorized to view the documents. Offices and rooms with personal computers should be locked if unoccupied for long periods of time. Sensitive information should not be left on the pc screen unattended and unauthorized people should not be allowed to view it.

Each user must be briefed on the current policies concerning security of information and must understand that violations of these policies will not be tolerated. It is the responsibility of each user's supervisor to brief the users on these policies. The supervisor certifies that this has been done when signing the user's access request form.