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1.0 PURPOSE

The purpose of this policy is to establish standards for desktop computing software and hardware for faculty and staff using desktop computing. Common software and hardware enables the staff working in the Departments of Academic Computing and Administrative Computing and Telecommunications to provide efficient and in-depth support. With the exception of anti-virus software, the College of Charleston does not require the use of common software. Nevertheless, faculty and staff will find that in addition to the reasons cited above, common software facilitates communication and document exchange and training.

2.0 TYPES OF SOFTWARE AND HARDWARE COVERED

2.1 This policy describes common software and hardware for operating systems, applications, online tools, utilities, hardware vendors, and hardware technical specifications.
2.2 It does not cover discipline specific application software

3.0 CONSIDERATIONS

The recommended list of software and hardware should be based on:
- Widespread use by the College of Charleston community
- Industry standards
- Overall computing environment including networking, virus software and deployment software

In addition, the parties in the approval path in section 4.0 should consider:
- Congruence with the student labs
- State contracts
- Cost/availability of institutional funding/replacement cycles

4.0 APPROVAL PATH

4.1 The Directors of Academic Computing and Administrative Computing and Telecommunications will develop draft standards for desktop software annually.
4.2 The Information Technology Steering Committee and the Faculty Educational Technology Committee will review and approve the draft standards. The process begins with the ITSC and concludes with the FETC.

4.3 The Directors of AC and ACTS will approve and distribute the standards. If they cannot support committee revisions to the standards, the standards from the prior year remain in effect.

5.0 TIMETABLE

Review begins in the spring with the presentation of the draft standards to the ITSC. The ITSC has one month to review and amend the standards before submitting them to the Faculty Educational Technology Committee. Similarly the Faculty Educational Technology Committee has one month to review and amend the draft standards before returning them to the two department directors. New standards go into effect July 1 of each year.

6.0 CURRENT STANDARDS FOR DESKTOP COMPUTING

PC's
- Pentium III or higher
- 500 MHz or higher
- 128 RAM or higher
- 10 GB hard drive or higher
- Windows 2000/XP operating system

Macs
- G3 or higher
- 500 MHz or higher
- 128 RAM or higher
- 10 GB hard drive or higher
- OS 8.6 or greater

Printers
- HP Laserjet 4000 or higher
- HP Inkjet 800 Series or higher

Software
- MS Office 2000 or XP
- MS Office 98, 2001 or X for Macs
- LANWPRO
- Adobe Acrobat Reader 5 or higher
- Norton Anti-Virus
- Altiris
- Odyssey Client (wireless client for non-Cisco wireless cards)
- Internet Explorer 5.0 or higher
- Netscape 6.0 or higher
- Appleworks
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