El Camino is facing a critical need for a stable funding mechanism for the acquisition of academic computer software. Presently, academic purchases are typically paid for by instructional materials dollars from general fund and various soft money sources, many of which are shrinking or disappearing this year and next.

Acquisitions fall under the following categories –

- Ongoing software licensing and maintenance agreements –
  - Various disciplines (such as CIS, Architecture, Fine Arts) require the latest versions of software to be installed in their teaching facilities and academic support facilities. These departments typically teach the use of specific software applications and must remain current with the latest version in use in the workplace.
  - Some disciplines use software applications that require ongoing maintenance agreements. These agreements typically include within the maintenance agreement period all upgrades, technical support, and in some cases training for faculty and staff.
  - Licensing for web-based resources. Examples include TurnItIn.com for plagiarism detection, McAfee Virus protection software, and DeepFreeze Windows maintenance utility software.

- Upgrade software for replacement computer equipment – A major challenge facing users of replacement equipment is related to lack of compatibility of current software with the latest version of operating systems (Windows and MacOS) on new equipment. In some cases, software will have to be upgraded to current versions that are compatible with current OS versions. In other cases, software will have to be replaced.

- New software – New applications must be acquired on a regular basis to meet changing curricular requirements in the classroom and changing operational requirements in the workplace.

Following are types of software that fall in the above acquisition categories –

- Academic software – used either as instructional content or as tools for academic work
- Assistive technologies – used by both students and college faculty and staff. In some cases these technologies (software and hardware) are legally mandated.
- Online resources – such as library resources and others described above.
• Utility software – such as virus protection, Windows maintenance, and license monitoring software. The use of this software can result in significant cost savings in technical support.
• Networking and other infrastructure applications – typically installed and maintained by ITS staff.

Budget recommendations for Academic software in 2003-04 fiscal year –
1. Budget sufficient dollars for the following –
   • Ongoing software licensing and maintenance agreements as identified essential to instruction by Academic Technology Committee
   • Upgrade and replacement software for replacement computer equipment as identified by Academic Technology Committee and the ECC Technology Committee
     - Since the precise needs are very difficult to predict, we recommend that this figure be derived from cost of software known in advance to be incompatible with upgraded OS together with estimated software pool ($25/computer) set aside to meet unforeseen requirements.
   • Purchase of licenses for new titles or additional licenses for titles currently in use. Examples might include WebCT (or other course management system), site license for TurnItIn.Com, expansion of current 250-license agreement to site license for DeepFreeze.

2. Identify ongoing source of funding for regular upgrade and replacement.
   • Allow for rollover from one year to the next of unexpended funds. [recommended by the ECCTC]

3. Coordinate academic software expenditures through single office [ATC] in order to make best use of multiple-user licensing agreements across disciplines and departments.

---

1 The Academic Technology Committee is currently conducting college-wide surveys of academic software, media classrooms, and computer labs. The purpose of these surveys is to identify what currently exists, to identify upgrade and replacement needs, and to acquire sufficient information to develop upgrade and replacement schedule and cost estimates.