

**Manhattan Area Technical College
Institutional Policy and Procedure Manual**

Policy No. 4.1.3

Title: Faculty and Staff Computer Usage and Skills	
Originated By: Vice President of Instructional Services	Date: 7/29/2009
President / Board of Directors Approval Date:	
Revised by: CAO	
Revision/Review Date: 3/5/2026	

Policy Statement: All Manhattan Area Technical College (MATC) faculty and staff are expected to possess and maintain the computer and technology skills necessary to perform their job responsibilities effectively. These skills include the ability to access and use MATC technology systems, communicate electronically, manage digital information, and utilize college approved software, platforms, and instructional technologies in support of institutional operations and student success

Rationale: Computer and information technology are integral to instructional delivery, student services, and administrative operations. Faculty and staff proficiency in required technologies ensures efficient college operations, supports high quality instruction, protects institutional data, and enhances communication and service to students and the campus community.

Scope: This policy applies to all MATC faculty and staff, including full-time, part-time, adjunct, and temporary employees, who use MATC provided technology resources in the course of their work.

Procedures:

Minimum use and skill level required:

Basic Computer Skills

- Operate a Windows based computer or other MATC approved computing device
- Create, organize, store, retrieve, and manage electronic files and folders
- Access MATC's network resources and cloud-based systems
- Navigate the internet and conduct effective online searches
- Create, edit, and manage documents using Microsoft Word, Excel, and PowerPoint (or equivalent MATC approved applications)

Electronic Communication

- Be proficient in the use of MATC's official email system
- Check MATC email on each scheduled workday or day present on campus
- Respond to email communications in a timely and professional manner
- Use MATC email primarily for official college business
- Comply with all applicable MATC technology, security, and acceptable use policies

Learning Management System (faculty only)

- Create and maintain an LMS course site for each course taught each semester in Canvas
- Maintain accurate student enrollment and rosters
- Upload and manage course materials and instructional resources
- Maintain an electronic gradebook accessible to students
- Post the course syllabus for each semester in the corresponding LMS course site

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Support and Training

MATC is committed to supporting faculty and staff in meeting technology expectations.

- Training and professional development opportunities will be provided for employees who require additional skill development
- Each faculty and staff member will be issued an MATC email account
- Each faculty and staff member will be provided with access to a college owned or college managed computer system, as appropriate to their role
- Network or cloud-based storage will be provided for storing files related to official college business