

# Information Technology Committee

<b>Date: January 24, 2013</b>				<b>Location: L-201</b>		<b>Begin: 2:00 pm</b>		<b>Adjourn: 3:00pm</b>							
<b>In Attendance</b>					<b>Absent</b>										
<ul style="list-style-type: none"> <li>• Rick Shaw,</li> <li>• Michele Lathrop</li> <li>• Nancy Bednar (cccConfer)</li> <li>• Susan Malek (cccConfer)</li> <li>• Woody Burns</li> <li>• Joseph West</li> <li>• Javier Carcano</li> <li>• Mike Wilmes</li> <li>• Angela Musial</li> <li>• Dr. Tom O’Neil</li> <li>• Scott Lee</li> </ul> <p style="margin-left: 40px;">Guests</p> <ul style="list-style-type: none"> <li>• Dan Scott (cccConfer)</li> <li>• Gloria Mills</li> <li>• Carolyn Burrell</li> </ul>					<ul style="list-style-type: none"> <li>• Sharon Lowery</li> <li>• Ron Mummaw</li> <li>• LaDonna Trimble</li> <li>• Rodney Schilling</li> <li>• Luis Echeverria</li> <li>• Van Rider</li> <li>• Kim Covell</li> <li>• Brandon Zavala</li> </ul>					<table border="1" style="margin-left: auto; margin-right: auto;"> <tr style="background-color: #d9e1f2;"> <th colspan="2" style="padding: 2px;">Legend</th> </tr> <tr> <td style="text-align: center; width: 15px;">➤</td> <td style="padding: 2px;">Action Item</td> </tr> </table>		Legend		➤	Action Item
Legend															
➤	Action Item														
<b>Agenda</b>					<b>Minutes</b>										
Welcome/Announcements					<ul style="list-style-type: none"> <li>• Michele called meeting to order</li> <li>• Introduction of Rick Shaw, Director of ITS</li> </ul>										
Attendance					<ul style="list-style-type: none"> <li>• By Sign in</li> </ul>										
Review/Approve/Discuss (November 8 <sup>th</sup> meeting minutes)					Located in Google Docs and MyAVC Group Page <ul style="list-style-type: none"> <li>• Amend Telecom Conference to Intelcom Conference</li> <li>• Minutes approved as amended with 3 abstentions</li> </ul>										
Discuss Student Use of Personal Scanners in Library					Discuss <ul style="list-style-type: none"> <li>• Nothing in AP 3710 covers library reserves or classrooms</li> <li>• College needs to get an opinion from attorneys on library reserves</li> <li>• Personal devices – Library can’t police student use of personal devices.</li> <li>• AP3720 – the word ‘resources’ was used. May cover personal devices as well.</li> </ul>										

Perform Annual Review of Computer Use and email Guidelines	<ul style="list-style-type: none"> <li>• Recommend pop up accepting Computer Use and email guidelines <ul style="list-style-type: none"> <li>○ Student – once a semester</li> <li>○ Faculty and Staff – annually</li> </ul> </li> <li>• Present to Academic Senate for approval</li> <li>• Scott asked for a write up to present to Academic Senate</li> <li>• Review of email standards <ul style="list-style-type: none"> <li>○ Michele would like input from D. Scott</li> </ul> </li> </ul>
Proxy Server for Library	<ul style="list-style-type: none"> <li>• Carolyn Burrell presented EBSCO Discovery Service <ul style="list-style-type: none"> <li>○ Allows Students to search all databases owned by college at one time</li> <li>○ Purchased as part of California Community College Consortium</li> <li>○ There are problems with certain databases when students login from off campus</li> </ul> </li> <li>• Vendors recommends a Proxy Server to address problems <ul style="list-style-type: none"> <li>➤ Rick will contact Carolyn</li> </ul> </li> </ul>
IT Master Plan Subcommittee	<ul style="list-style-type: none"> <li>• Subcommittee consists of R. Shaw, M. Wilmes, M. Lathrop</li> <li>○ Subcommittee will meet and report</li> </ul>
Open Forum	<ul style="list-style-type: none"> <li>• M. Wilmes – regarding managing Luminis/Gmail accounts –if we delete the Luminis account we may make it impossible for the student to reset their password</li> <li>• We need to maintain ID’s for student , especially for access to transcripts</li> <li>• Security System Administrator has not been approved by CCC – recommendation submitted 3 years ago <ul style="list-style-type: none"> <li>➤ R. Shaw will email Dr. Fisher for chair names</li> </ul> </li> <li>• Someone on our committee should be designated for CCC <ul style="list-style-type: none"> <li>➤ R. Shaw will check</li> </ul> </li> <li>• W. Burns – Since we are a shared governance committee members should be sharing information with their areas</li> </ul>
Adjourn	<ul style="list-style-type: none"> <li>• 3:14 pm</li> </ul>
Next Meeting Date	<ul style="list-style-type: none"> <li>• Thursday, February 14, 2013</li> </ul>