

IT COMMITTEE

MINUTES

September 26, 2013

L-201

Called to Order: 2:00 pm

Type of Meeting: Share
Governance/Regular

Chair or Co-Chair: Rick Shaw, ITS Director
Michele Lathrop, Tutorial Specialist

Attendees: Rick Shaw, Michele Lathrop, Angela Musial, Javier Carcano, Joseph West, Kim Covell, Mike Wilmes, Dr. Nancy Bednar (CCCConfer), Nathan Skadsen, Rodney Schilling (CCCConfer), Suzanne Malek, and Van Rider

Absent: Dr. Casey Scudmore, LaDonna Trimble, Sharon Lowry, Dr. Tom O'Neil, and Woody Burns

Guests: Geary Cook, Greg Krynen, and Sherri Padilla

Resource Documents:

1. AVC Technology Master Plan – DRAFT v0.3
2. AVC Strategic Goals & Technology Master Plan Alignment (graphic)
3. IT Committee Goals/Objectives (found in 2012 October 25th meeting minutes)

IT Committee Meeting Minutes Approval

Chair/Co-Chair

Discussion: Minutes from September 12, 2013 meeting were reviewed and approved.

Action Items: Remove Luis Echeverria from the IT Committee Member List.

Person Responsible:
Sherri Padilla

Deadline:
10/10/2013

Review of Action Items:

IT Committee Goals/Objectives

Discussion:

- 1a. Determine Lifecycle of student and staff Luminis and email accounts.
(If we want to maintain email for life, we need to keep Luminis for life)
- 1b. IT Master Plan 2011-2014 (roll over)
2. Perform Annual Review of Computer Use and email Guidelines (roll over)
3. Develop a District-wide plan for data storage and archiving (done)
4. Discuss All Accreditation concerns involving IT (done)
5. Evaluate and justify a centralized IT maintenance budget (roll over)
6. Identify a process that enables ITS to be informed of technology needs for instruction and institutional use. (roll over)

Action Items: R. Shaw to be put on Dean's Agenda and bring back list of open projects for next meeting

Person responsible:
R. Shaw

Deadline:
10/10/2013

IT Master Plan Subcommittee

Review/resolve: Committee reviewed the *Strategic Goals & Technology Master Plan Alignment* graphic from Draft Technology Plan and provided feedback.

Conclusions: Initiatives were added that line up with AVC Strategic Goals

Action items: Graphic to be updated per conclusions

Person responsible:
R. Shaw

Deadline:
10/10/13

Open Forum

Review/resolve: Faculty member wishes to upload DVDs to Blackboard

Conclusions: Large files such as DVDs can be uploaded to an AVC server instead of Blackboard. Instructors can then provide links on Blackboard to instructional materials stored on the server.

Action items: None

Person responsible:
NA

Deadline:
NA

Upcoming Tech Committee Meeting Dates

Review/resolve: Changes to some dates to work around Holidays and when campus is closed.

Conclusions: Upcoming dates as follows:

2013: 10/10, 10/24, 11/14, 12/12

2014: 1/23, 2/13, 2/27, 3/13, 3/27, 4/10, 4/24, 5/8, 5/22

Summer: 6/12, 7/10, 7/24

Action items: Dates to be sent out by Google Calendar invite

Person responsible:
S. Padilla

Deadline:
10/10/13

Additional Information: Adjourned 3:00 pm

Next Meeting: October 10, 2:00 pm, L-201