

IT COMMITTEE

MINUTES

October 24, 2013

L-201

Called to Order: 2:00 pm

Type of Meeting: Share
Governance/RegularChair or Co-Chair: Rick Shaw, ITS Director
Michele Lathrop, Tutorial Specialist**Attendees:** Rick Shaw, Michele Lathrop, Angela Musial, Javier Carcano (CCC Confer), Kim Covell, Mike Wilmes, Dr. Nancy Bednar, Nathan Skadsen, Rodney Schilling (CCCConfer), LaDonna Trimble, Dawn McIntosh, and Suzanne Malek**Absent:** Dr. Casey Scudmore, Sharon Lowry, Dr. Tom O'Neil, Joseph West, and Van Rider**Guests:** Greg Krynen and Daniel Scott**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 26, 2013 meeting were reviewed and approved.

Action Items: Remove Luis Echeverria from the IT Committee
Member List.Person Responsible:
Sherri PadillaDeadline:
11/14/2013**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 2013-2017 (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)
7. After going through list, 54 items were resolved, 10 being investigated further and 5 were unable to be addressed

Action Items: R. Shaw to be put on Dean's Agenda and bring
back list of open projects for next meetingPerson responsible:
R. ShawDeadline:
11/14/2013**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. ShawDeadline:
11/14/13**Open Forum**Review/resolve: Faculty member wishes to upload DVDs to Blackboard.
L. Trimble asked that Rick bring IT Master Plan to Dean's meeting. Rick agreed when draft is
complete and been presented to committee.
Dr. Bednar requested that classrooms be left as they are found – training issue.

Discussion: No formalized process for requesting items/software.

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:
NADeadline:
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: 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:

Deadline:

	S. Padilla	10/10/13
Additional Information: Adjourned 3:00 pm		
Next Meeting: November 14, 2:00 pm, L-201		