Thursday, September 26, 2013
2-3:30
Room SMN137

Meeting Summary

Attendance:

Present: Michael Irvine, Steven Newton, Frank Crosby, John Hinds, Shook Chung, Sara McKinnon, Mary Sage, David Patterson, Kofi Opong Mensah, John Ware

Absent: Greg Nelson, Jonathan Eldridge

Guest: Jackie Barretta, Interim IT Director

Agenda Items:

1. Agenda approved with one addition. John Hinds added an agenda item regarding scheduling some time for DSPS faculty and staff to make a future presentation to TPC regarding Kurzweil software used in the assistive learning process. The committee welcomed this request.
2. Minutes from September 12, 2013 were approved.
3. Michael Irvine paid tribute to Marshall Northcott, recently deceased IT Director and TPC committee member, for his steadfast dedication to the improvement of Technology Planning at CoM and for his invaluable assistance as part of our committee and in the development of our current Technology Plan.
4. The committee reviewed a communication to IT constituents regarding recent technology updates that was shared via email by Jonathon Eldridge. Interim IT Director, Jackie Barretta, added more recent updates concerning recent IT work relating to the initiatives in the discussion that followed.
5. TPC reviewed progress on the list of priorities that was created last year at the request of the Board:
   a. II.A.1 Degree Works has been implemented and is being used by the Counseling Department and the Students. John Ware stated that he could not access Degree Works correctly on his Mac through his MyCom Portal. Jackie Barretta said she would look into this. It should work on all OS platforms.
   b. II.B.2 The Student Domain is still not accessible on all computers but this should be completed soon. A correct inventory of instructional computers depends on the completion of this initiative.
   c. II.B.7 Implementation of a campus-wide, web-based print management system is hoped to be accomplished by the summer of 2014. The district is in the bidding process currently.
   d. II.A.6 Integration into MARINet is scheduled for July of 2014.
   e. II.A.5 An implementation of Banner Faculty Load and Automated Compensation (FLAC) has not yet been determined.
   f. II.D.3 The upgrade of cable and network infrastructure has been approved and completion is targeted for the end of the academic year (summer 2014).
   g. II.D.2 The Wi-Fi network is scheduled for completion by the end of this school year.
   h. II.D.1 The Server Infrastructure has been approved for replacement and work is scheduled to begin in October of this year.
   i. II.C.1 A structured replacement process for Faculty and Staff Computers has been approved and funded. The school has entered into a leasing contract with HP for all-in-one computers which will replace most of the faculty and staff computers and some lab computers. Leasing arrangements have yet to be secured for faculty and staff who require Apple computers although this will be arranged in the near future.
j. II.B.8 To begin addressing equipping some additional “smart” classrooms with technology some of the soon-to-be-leased HPs may migrate to classrooms and additionally some of the fac/staff computers being replaced by new computers may be cascaded down for this purpose.

k. II.A.3 Research into the usefulness of Banner Enterprise Data Warehouse is being carried out.

l. II.A.4 The Banner Document system is very expensive and implantation is being researched.

m. II.B.4 Minimum standards for Student Lab computers have been established. Program review will detail additional enhancement requests. A structured replacement plan is not in place at this time. Some of the HP computers in the upcoming lease agreement or cascaded computers may end up in student labs.

n. II.D.4 Funding for the Voice Mail System is approved and replacement is scheduled soon.

o. II.B.5 It is uncertain whether the inventory of student lab software is yet complete.

p. II.B.6 After the network updates, the computers on campus are up to date, and the Student Domain is completely implemented it will be easier to implement student computer lab management software.

q. II.A.8 Migration to a single campus identification card has not been addressed as yet.

r. II.A.9 There is work being done to update the MyCom portal.

s. II.B.3, II.B.10, II.C.2 Plans for implementation of Virtual Desktop technology for student access, classroom instruction and Staff and faculty have not yet been made.

t. II.B.11 A process for replacement of non-computer instructional technology has not been established but the committee discussed it briefly and agreed that it something that will take some careful consideration and thought to develop. The committee reaffirmed that there is a significant need for such a planning and suggests that there be a fund set aside for purchase of such technology. With the promise of matching state instructional funds and the current commitment to computer replacement, perhaps this will become a reality sooner than later.

u. II.D.5 The replacement of aging teleconferencing equipment has not been discussed. Members of the committee were inquiring about how much this would be used. Groups such as the Classified Professionals Union and the Classified Senate need to use such technology. Skype and similar technologies are another possibility but would be harder to use with a larger group. More research on usage and feasibility is required.

v. II.A.7 Implementation of a third-party Web Content Management System is being researched. Shook Chung pointed out that we currently use Contribute to manage our site and that the site has become too large to handle efficiently. The district is looking to migrate to a new system by 2015.

w. III.IIA.2 The Employee Self-Service Portal has been implemented.

x. II.A.10 The feasibility of an “opt out” to the emergency response system to replace the current “opt in” system has yet to be determined.

y. II.B.1 The Moodle learning management system has been integrated and training and help for students and instructors is readily available.

z. II.B.9 Whether progress is being made in the development of quick response processes for classroom technology problems is unknown.

aa. II.B.1 Research into new classroom technologies is ongoing. At the moment there are no known requests for such new technologies being scheduled for a pilot program.

bb. II.C.3 Microsoft Office 2010 has been installed campus-wide to most computers which meet the minimum system requirements of the software. All of the new replacement computers will be able to meet the system requirements.

cc. II.C.4 Various workshops and training opportunities have been offered to faculty and staff to increase their knowledge of, and skill using, technology resources.

dd. II.C.5 Other Training Workshops have been and will be offered to faculty and staff.

ee. II.C.6 Research into possible assistive technology enhancements is in progress. An additional staff member may be hired.

Meeting was adjourned at 3:30PM/Next meeting: October 10, 2013, 2pm-3:30pm, SMN137