Minutes for ITP Committee Meeting, December 4th, 2014
Called to order 10:35am
Present: Tammy Robinson, Adam Runyan, Kam Vento, Michael Giampaoli, Cathy Harrison, Logan Merchant, Elaine Theobald, Jake Freitas, David Corley, Brian Murphy
Absent: Dave Clausen, Patrick Walton, Garrett Taylor, Jackson Ng, Julie Johnston

1) Motion to approve agenda: Logan, second: Jake. Passed unanimously
2) Minutes Taker: Adam Runyan
3) Motion to approve minutes from October 30, 2014: Logan, second: Jake. Passed unanimously.
4) IT Project Updates:
   a) Lassen Portal is live. IT is getting calls from students to set up password. Finals week schedule is now under announcements.
   b) Elaine questioned why the system doesn't completely log students off when they log off portal and close their browser? Jake said that it's because of cookies. Cathy was concerned about this as well.
   c) David - Consultation council brought up to make some type of video tutorial on the Portal using Camtasia. We can do this in production so that it won't affect data.
   d) Cathy brought up a concern about the only way to fix a problem is to call IT when there is a problem. Logan said that at this point there is no way to look up an email address unless they know. David said that he may be able to open something up through communications management. Cathy said it would be helpful to put an example above the log in. David will try to add it. Cathy asked if it is possible to have a new user icon? Logan does not want to keep adding because it is getting full. David sent log in information through email to all students but they may not have read. Logan said that all accounts have been created and students simply need to use their username. Logan said that we need to get students enrolled in self-service in order to get all of this information. David mentioned that this is new, and this will be the most difficult time, but then it will become easier. Students at this point need to contact IT.
   e) Dr. Robinson asked what's the lag time for a student to get assistance to get into MyLassen to register for classes? David said that it depends on time. It could be within minutes or the next day. Logan said that it's within minutes if it's within the hours of the help desk operation.
   f) Dr. Robinson commended the IT department for getting this program up and running.

5) ITMP Review and Updates - Updates already. Names are all updated. 5 year Technology Refresh Plan will be partially funded by leases totaling $69,624.74
   a) Document imaging system, unsure of the amount and will have an ongoing expense. We will need to look at different vendors and other colleges to ask who they are looking at. Moodlerooms currently paying $7,650 and looking to see if this is enough memory (Ask David) Next level is by 5 GB increments. Brian asked: How long did it take to fill up our capacity? David said that it took about 1 ½ terms to go from 150GB to over 250GB. Brian asked: Do we set the number of backups? David said that we can regulate this.
   b) David is taking off all of 2013 Moodle data. After next week he will have a better idea of how much we have left. David took off student services (A&R) print hub because they will be getting new copiers with other funding.

c) Exploring other options instead of NeoGov. Vickie will contact them and we may be switching due to cost effectiveness. The new program will have to have the ability to scan and store all electronic documents.

d) David has a goal of if loss of power, we would have 1 hour of usability.

e) Extra monitor for Marketing is needed. The IT dept. should be able to fix this within the week.

f) Looking to purchase ID Card Printer

g) Replace microfiche with a new version for A&R. Questions brought up regarding the old microfiche and is it worth converting? Is it a good use of funds.

h) Arranging the order of priorities.

   i) Cathy and Dr. Robinson brought up raising library/bus pass. Brian made an argument for moving ID Card Printer higher on priority list.

   ii) David will take off marketing request to get an additional monitor due to the need a normal operational expense.

   iii) Elaine brought up moving Document Imaging lower. David mentioned that the money will come from Title 3 money.

   iv) Weave online will go into operational budget. Keep in mind for future.

6) Cathy had a question if we went with a new system if we would have to re-create all forms in a new system. David said that we will do it slowly, but it depends on how difficult it is to create new forms.

7) Cathy asked how will the Portal be evaluated. David said that information will be mostly coming from departments taking notes from students concerns and requests. Also, feedback will come from faculty members asking for things to be put on the portal such as the final schedule.

8) Cathy asked if WebAdvisor has been taken off of current students. David said yes, due to problems of students going to both locations. David has a "help ticket" with Elucian regarding not being able to see how many spots are available in the course.

9) David would like to look at redoing our website. David talked to Cheryl to use Title 3 funds. David's goal is to complete the project in 2015 calendar year.

10) Dr. Robinson mentioned making sure that we capture the wifi upgrades around campus. David will speak to Sue Mouck

11) Cathy recommended changing "unread message" to "Email." She also recommended putting Sports updates somewhere else.

12) Logan brought up utilizing the calendar for students class calendar dates.

13) Meeting adjourned 11:40

14) Next meeting December 11, 2014