

**Institutional Technology Committee**  
**Meeting: November 7, 2013**

Called to Order: 10:05am

Present: Robin Padgett, Lori Collier, Julie Johnston, Jackson Ng, Aeron Zentner, Dave Clausen,  
David Corley, Elaine Theobald, Debbie Loeffler, Michael Giampaoli, Jacob Freitas  
Absent: Logan Merchant, Patrick Walton, Tammy Robinson

Procedural:

Approval of Agenda

Motion: Julie Johnston, second: Dave Clausen

Motion carried unanimously

Minute's taker for TODAY

Lori Collier volunteered

Approve Minutes from 10/31/2013 ITPC meetings: with corrections that Julie Johnston had seconded  
the minutes from 12/6/12 and 5/9/13

Motion: Robin Padgett, second: Aeron Zentner

Motion carried unanimously

Discussion:

- Regular Meeting Schedule Discussion: None
- IT Master Plan Update:
  - Committee member's homework is to continue reviewing the Master Plan for updates.
  - Elaine asked for clarification on dates of which year should the committee be looking at and how we address rollovers, special allocations, and additions to. Dave Clausen stated that the 2013/14-year has already been allocated through the Master Plan budget and according to Sue Mouck department/campus IT needs is added through the assessment of IPRs/NIPRs. Some special needs can be addressed as emergencies and moved up in priority. The committee will begin reviewing and updating the 2013/14 year
  - Elaine asked what forms will be created and by who. Dave Clausen answered that all forms will need to be available electronically. David Corley added that all forms will be in PDF format and that anyone can produce forms to be submitted. Training would need to be offered for those who are designated within their department to post to the website.
- Review of IT Master Plan Items: 2013/14
  - Virtual Library: David Corley will check into the Educational Master Plan (EMP) as to its completion status.
  - WEAVE On-line: LCC has implemented the institutional use of WEAVE. Aeron brought up the fact that LCC needs to secure future funding for the WEAVE program, as LCC has utilized existing title III funding and what will LCC do when the grant is complete. It was recommended that the request be included in the NIPR update.
  - Datatel: David Corley has been working to update functionality. It was recommended that he add any funding needed for future upgrades to the NIPR.
  - Web-based Communication/SharePoint: David Corley was not aware of any immediate timeline for implementation of SharePoint, as LCC is still under a three-year contract with the current program. It was recommended to take the issue back to cabinet to identify their intent and need.

- Web Site Updates and Refresh: The LCC website will go through an overhaul within the next three years. It was recommended to put out a survey through Institutional Effectiveness as to the needs, changes, and usage of the website. It was acknowledged by the entire committee that the website is one of the most important entities to LCC and is in need of improvement.
- Refresh of Classroom/Staff/Faculty Technology: Dave Clausen recommended in-depth verbiage defining the refresh plan... what does it include. Dave Clausen added that the plan needed to include servers. David Corley is in the process of a campus wide inventory and upgrade assessment. Corley stated that he could not give a budgeted amount of need until the inventory/assessment was complete. It was recommended that the ITMP and Title III grant collaborate. Dave Clausen would like to see the IT Master Plan increase with more input of IPR's/NIPRs and Title III needs.

Discussion occurred regarding more online classes in the future and if LCC has enough infrastructures to support such courses. Jackson Ng informed the committee that Moodle currently did not support mathematics and that the program had not been updated. Aeron recommended that LCC update their Moodle program to include an ad-on for mathematics. This would be cost effective apposed to purchasing a different program such as Blackboard. David Corley stated he would work with Jackson to find an ad-on and updates. Lori Collier brought up timing of the upgrades to Moodle and that LCC should look at doing something soon, as not to lose students to other institutes. The committee agreed to have the Moodle upgrades in place for Fall 2014 classes with faculty training occurring in the Spring/Summer 2014.

Deborah Loeffler asked if the Public Safety Training Center would be getting computers, as none of the classrooms have them. The committee was unaware of the need and stated that she would need to include computers in their IPR update.

David Corley stated that many sites around campus and the PSTC would need to be assessed for networking needs and updates, prior to the installation or purchasing of equipment.

- Campus-wide Wireless Network plan: Lori asked to revisit the installation list for campus-wide wireless network and give specific areas priority. The committee agreed to list the areas/buildings in priority as follows:
  1. Dorm
  2. Gym
  3. Creative Arts
  4. Child Development
  5. Auto/Welding
  6. PSTC
  7. All other areas
- ITMP Integration update per EMP
 

The committee reviewed the ITMP – Instructional Technology Infrastructure list that Dave Clausen sent out prior to the meeting.

  - Replacement of 20 iMac computers in CA204. Lori clarified that the computers were purchased through the CTE/VTEA grant and IT will be installing them for the Spring 2014 semester.
  - IT received a request to install Internet Cable in Child Development. Dave Clausen asked if it was needed, as they would be getting wireless soon. David Corley clarified that it was a simple fix and pending what devices they would be using it would be necessary.

- District replace/upgrade plan for LD/Hi-Tech program: This is categorical funded, but additional funding sources will need to be identified. Once again the committee discussed the need that all installs and upgrades need to be included in the ITMP and that collaboration between all other committees/IPR's/NIPRs need to be made so IT knows funding sources and timelines.
- Installation of Smart Boards and overhead projectors at PSTC: This is paid through Title III grant. Cheryl would need to be contacted as to how many more installs will occur and what future technology install/support will be implemented.
- Purchase of high capacity switch for CA Building/Business program. This discussion occurred with the need to replace many switches across campus as they are outdated and upgrades may not be cost effective or available for the passé equipment. David Corley is including switch assessments in his inventory updates.

Agenda items for next meeting:

- Continue to review the 2013-18 IT Master Plan
- Update IT Master Plan per committee input
- IT Staffing: David Corley would like to shift a Tech 1 position to a Tech 3 which would include more duties

Next Meetings:

November 21st and December 5th at 10am TECC/Humanities Building

Meeting Adjourned: 10:56 am