

Institutional Technology Committee Minutes

Meeting: November 21, 2013

Called to order: 10:05 am

Present: Julie Johnston, David Clausen, Lori Collier, Deborah Loeffler, David Corley, Tammy Robinson, Jake Freitas.

Absent: Logan Merchant, Michael Giampaoli, Jackson Ng,

Guests: Jeff Lang, Elaine Theobald, Robin Page

Procedural

Approval of Agenda

Motion: Jake Freitas, second Lori Collier

Motion carried unanimously

Minute taker for TODAY

Deborah Loeffler volunteered

Approval of Minutes: 11/7/2013

Motion: Dave Clausen, seconded Julie Johnston

Motion carried unanimously

Discussion

- Virtual Library
David Corley read a memo from Marita Dimond voicing thoughts/ concerns in regards to Virtual Library, addition of computers and loss of stack space. After committee discussion the Virtual Library will remain on the 2013-2014 ITMP with continued input and discussion with Marita Dimond. Tammy Robinson said that she will bring this to the EMP planning committee and have further discussion with Marita Dimond
- Datatel, Degree Audit Software
David Corley informed committee approved by Cabinet - software to be presented to the board for purchase approval fall 2014, Part of Title III
- Moodle
Updates and improvements to Moodle the current CMS was added to the 2014-2015 action plan. There have been some concerns about the use of Moodle with Math. David Corley feels this can be resolved with a module that can be purchased. David Corley to determine cost of module for Math and requirements for Moodle upgrade.
- Objective 3.1.I. 2014-2015
Added as a yearly item to Master plan, with elimination of excess verbiage.
- Wireless
Jeff Lang expressed his concern about the hazard wire installation for technology has created in the attics. Going forward wireless access points will be installed inside rooms/not attic due to barriers created by walls/ceilings. Current access points will need to be evaluated for their effectiveness and relocated if necessary. The wireless system will continue to be assessed yearly.
Lori Collier brought up the possibility of removing old analog lines. Dave Clausen stated this was not an IT issue. Lines need to be identified by IT; facility maintenance would be responsible for removal.
- IT Staffing

Lori identified the need for additional IT support for monitoring, maintaining and updating equipment. Dave Clausen stated this was a Human Resource issue. Dave Corley to review and determine additional staffing needs.

- Per Lori Collier suggestion verbiage changed to ITMP introduction to reflect all full time staff.
- Readers/Kindles
Robin Padgett questioned if IT would be responsible for readers. It was determined that IT would not be involved.
- Student Master Plan
Dave Clausen identified several items from the Student Master Plan that need to be reflected in the ITMP.
 - Replace printers with hubs vs. desk tops. IT needs to evaluate the current status and provide assessment of what needs to be done.
 - Printer for lobby (if available could be removed from list.)
- Computers
As part of the refresh plan the number of computers that need to be replaced next year and funding needs to be determined.
- Old computers
Lori Collier questioned how we disperse old computers. Elaine Theobald has a system which outdated equipment is donated to the Office of Education who then distributes the equipment throughout the school district. This has worked well in the past and is appreciated by the classrooms that have benefited from the donations.
- Budget Priority List
David Corley discussed the need to establish a budget priority list. Projected cost include maintenance cost for Weave 10,600 and Datatel 22,000, refresh plan (cost to be determined), Moodle module. This cost would need to be incorporated into the general fund budget.
- A priority list needs to be established for the Cabinet. Items to consider storage for scan documents, degree audit, student planning, retention alert, communication management.
- Conclusion
David Corley will continue to work on ITMP update with a projected draft date for ITMPC next scheduled meeting December 5, 2013.

Agenda items for next meeting:

- Review draft of ITMP

Next meeting December 5, 2013 at 10:00 am TECC Humanities Building.

Meeting adjourned at 11:05 am