Minutes
Information Technology Committee
Friday, September 11, 2009 B225 9:00am – 10:30am

In Attendance: Chris Seddon, Jacek Kozikowski, Jennifer Hohri, Michael Hunter, Jeff Karlsen, Melissa Green, Ryan Glenn, Daniel Styer, Augustine Chavez, Tom Childress, Elaine Ader, Alexander Adan, Daniel Kwong, Linda Nuss, Gabriella Nuttall, Troy Kjos

I. Introductions

Committee members introduced themselves.

About the Committee
Chris Seddon discussed the purpose, function and general procedures of the committee. The IT Committee performs the duties assigned by it’s official charge.

Coordinates all college activities related to IT policies, funding and resources, planning and implementation. Provides a single point of contact for communicating status and issues related to IT for the college. The committee also provides input to the district-wide activities performed by various IT task groups so that college interests are included in the district decision-making process.

Additionally the IT Committee deals with issues related to “educational technology”. Last year there was an unsuccessful attempt to change the committee name and charge to reflect this. Chris Seddon has agreed to reattempt the change to better reflect the committees true function.

During the fall semester, the IT Committee runs the Campus IT forums, soliciting feedback from the campus community regarding IT issues.

In the spring the committee works to rank the colleges IT resource requests and provides official feedback into the planning and budgeting process.

Besides these annual recurring activities the IT Committee deals with other issues as they arise. Chris Seddon cited the example of creating a centralized approach to classroom clicker technology and how the committee handled the issue successfully so that appropriate feedback and research was done to achieve a maximum value from campus clicker standardization.

Some changes for this school year.
Based on feedback from last year regarding the timelines associated the IT Resource Request process it was felt that we needed to improve communication with the Budget Committee; ideally by having someone who is a member of both committees act as a liaison between the two. Elaine Ader is a member of both committees and has agreed to serve this function.
Based on feedback from last year, the committee would like to have food available at meetings. A list was distributed and the following people agreed to provide snacks on the following dates.

- September 25  Tom Childress
- October 9  Daniel Styer
- October 23  Melissa Green
- November 13  Troy Kjos
- December 11  Daniel Kwong

Snack bringers will receive a reminder via email on the Tuesday prior to their scheduled meeting.

II. Announcements/Updates

Budget and Planning – Elaine Ader
Elaine provided the update on budget and planning. Part of the current system is the use of an automatic replacement cycle which is based on either a 3 or 5 year timeframe for computer upgrades, with the most technologically advanced programs or areas receiving new computers every 3 years and other areas receiving them every 5 years. Because of the budget crisis Elaine and her staff are developing a temporary “plan B” process that will:

- Identify machines in low use areas or performing low intensity tasks, which might be able to last longer than 5 years between upgrades.
- Work with the committee to improve efficiency of use and control the acquisition of new technology.

It is as yet unknown whether, and to what extent, this “Plan B” process will have to be implemented.

Elaine expressed the desire to work with the Committee to intelligently allocate resources. Areas of opportunity and sources of challenge specifically mentioned include:

- Server Virtualization - Use of server virtualization to control hardware costs
- Downstreaming Technology - Intelligent “downstreaming” of technology to meet campus needs, rather than purchase of new equipment
- Software Issues - Software licensing costs and decentralized purchasing of software presents a challenge for many areas.
- Technology Creep - The gradual acquisition of new technology through various means or onetime funds often leads to new computers that require support and find there way into the replacement cycle, thereby incurring a cost for the entire college which is currently unaccounted for.

Computer Services - Augustine Chavez
Augustine provided the update on Computer services roughly dividing the update into hardware, services and software portions.

Hardware
• New computers in LR144, LR318, prescribed portions of Technology Building are complete as part of the computer replacement cycle.
• LR141, SG144 and new Journalism Lab were outfitted with downstreamed computers mad available by the replacement cycle.
• Switches and networking equipment has also been upgraded and downstreamed throughout campus. One benefit of the switch upgrade is that the entire Technology Building is now gigabit Ethernet.
• Some faculty and staff machines are still in the queue for computer replacement and should be replaced shortly.

Services
• New helpline website is up and running. Augustine will send a new email and add more visible links to the SCC website to improve access.
• The District Offcie working on unified account creation process at district level eventually saving campus resources from the task of account creation.
• On October 1 “scc_public” will be removed from the campus wireless. Students can instead log in to “scc_hotspot” with their standard login and password.

Software
• New antivirus software from Sophos is now the district standard. Included in our license is the capability for home download. The District Office is currently working on an implementation of the home download capability.
• Respondus Lockdown Browser has been purchased in a district wide site license. The “Lockdown Browser” allows for online test to be given yet prevents students from accessing other materials on the web. As point of clarification Melissa Green let it be known that this is not the same as Respondus test creation software for Windows, for which the college has a license.
• Office 2007 is being researched for implementation. Currently training needs are being assessed. Office 2007 is available by request from Computer Services if there is a need. However, they are not equipped to handle massive requests and are looking at a more structured rollout to upgrade the campus in general.

Ed Tech
The District Ed Tech Committee has not yet met this school year so there is no update.

Media Resources – Alex Adan
• Media Resources has also started a replacement cycle and is developing a “plan B” process to cope with budget issues.
• Changes in campus event support are taking place. More advanced notification is needed as the number of events and the complexity of the set ups has changed. New systems and forms are being developed to reflect newer technologies and more reasonable timelines.
• Media Resources is capable of providing CD and DVD duplication services.
• DVD production of instructional materials is also a possibility.
• A new automated TV programming system has been implemented. It has the potential to free up scheduling of shows and provide for new programming opportunities.

**Accessibility – Ryan Glenn**

• Liz Johnson is no longer at SCC. Her position is currently listed and expected to be filled in November. In the meantime Ryan Glenn will be serving on the committee and providing updates in this area.
• Ryan reports a 30–40% increase in requests for assistance among disabled students.
• In an effort to work with committee to continue the focus on web accessibility issues Ryan has agreed to replace Liz as the chair of the web accessibility subcommittee formed last school year.

**Distance Ed - Melissa Green**

• 80 SCC employees have attended various forms of D2L training over the summer with many more taking advantage of self-paced training.
• Next week Melissa will be releasing a survey to determine training interests.
• Go Green paperless initiative is being implemented.
• Google Apps rollout is in the planning stages.
• Classroom 2.0 conference takes place at FLC Oct 2nd and 3rd - exploring the newest tools for online and tech based education.

***Discussion Items***

**IT Forum 10/22, subcommittee membership**

An IT Forum subcommittee sign up sheet was distributed and the following people agreed to serve at this stage:

- Chris Seddon
- Shirley Short
- Sharon Terry
- Linda Nuss
- Augustine Chavez
- Jeff Karlson
- Jacek Kozikowski
- Alex Adan

The sentiment was expressed, and many concurred, that the IT Forum may no longer be a valuable tool for soliciting feedback. We have incorporated many other feedback loops into the IT Committee process. It was felt we should reevaluate the need for the forum or change the direction of the forum toward a two way process, including technology demonstrations, rather than just soliciting feedback. Other tools, the blog etc. may be better at soliciting feedback.
We should begin the discussion via email to determine the direction and assign specific roles for the upcoming IT Forum. Also it was suggested we make sure there is not a band or other distracting event taking place outside the Student Center during the forum.

IV. New Items

Other Updates
It was felt that the following items should be added to the recurring updates portion of the agenda:

• Office 2007 implementation
• Google apps

Other Discussion
The following areas were mentioned as possible topics for future discussions:

• Technological creep – Incorporating institutional costs into new equipment requests