



**Mt. San Antonio College
Information Technology Advisory Committee
Group Memory
May 17, 2010**

Members:			
Victor Belinski, Chair X	Terri Beam X	Paul Kittle X	Rich Lee (Guest) X
John Alvarez	Meghan Chen X	Paulo Madrigal X	
Shanti Atashpoush X	Grace Hanson X	Dan Smith X	Kate Scott (Minutes) X
ITEM	DISCUSSION/COMMENTS		ACTION/OUTCOME
Reminder of ITAC Goals	ITAC's 2009-10 goals are: 1. Improve and increase campus communication via updated web pages. 2. Promote increased usage of college portal. 3. Support ongoing efforts to integrate technology across campus. 4. Investigate and support expansion of Help Desk services for students, faculty, and staff. 5. Encourage and support IT in providing increased technology training campus-wide.		
1. Review of April Minutes	There was a typo under item number 6 – technology will be changed to technologies. Motion to approve the corrected minutes by Paul Kittle, seconded by Dan Smith. Minutes approved.		The minutes will be posted to the ITAC webpage and the ITAC Group Studio.
2. Update from PAC	Due to a conflict, Vic did not attend the May 5 PAC meeting.		Vic will attend the next PAC meeting on June 2.
3. New Required Web Disclosures (S. Jones)	Susan could not attend the meeting due to a previously scheduled visit by the Banner Financial Aid consultant. Vic reviewed the information provided by Susan. As part of new federal guidelines, Mt. SAC is required to make certain information available to students. Placing the information on the web conforms to the requirement of making it available. Susan has requested information from the various areas and would like to have a template web page created so it can be		All teams are encouraged to provide the necessary information to Susan. IT and Marketing will work with Susan to create the web location.

	<p>posted in an easy accessible location. The information will also be posted in a channel on the portal. The consequences for not complying with this federal mandate include loss of all federal funding –not just financial aid funding.</p>	
<p>4. Update from Distance Learning (P. Kittle)</p>	<p>Paul shared that Distance Learning Committee is in favor of having a Blackboard tab in the portal and moving forward with the faculty directory.</p> <p>Distance Learning Committee has been working on informing faculty of the authentication requirements for online courses. Meghan explained that some publisher provided web content does include an authentication gateway but it is a challenge to all institutions to ensure that they are meeting the requirement. Meghan has shared with all faculty that if they use Blackboard and / or Course Studio that they are meeting the authentication requirement. Vic agreed that it would be impossible to integrate with every third-party publisher.</p> <p>Terri reported that there is a Blackboard survey and focus group being conducted right now. It started last week and can be accessed by any instructor that uses Blackboard to provide feedback.</p>	<p>Information Only.</p>
<p>5. Blackboard Tab in the Portal</p>	<p>Distance Learning Committee would like a Blackboard tab in the portal. The content can be re-directed so the Online Learning Support Center can maintain it.</p>	<p>Vic and Shanti will create a mock tab to show the Distance Learning Committee.</p>
<p>6. Revisions to AP 3720</p>	<p>The committee discussed several examples of policies from other schools including a draft policy from Mt. San Jacinto College and Rollins College. Many other schools are also looking at revising their policies to include newer technologies like social networking. Paul suggested that the procedure include a statement regarding needing to authenticate users for any graded instructional material. All agreed that the actual corporate names of the technologies should not be included but that they could be categorized.</p> <p>Terri suggested that a sub-group be created to continue to revise the documents and prepare something that can move</p>	<p>Vic will create a sub-group to work on revisions to the policy over the summer.</p>

	through the approval process. Dan agreed that he is available in the summer and would like to work on this project.	
7. Other Items	<p>Vic reported on the Banner 8 upgrade schedule for Memorial Weekend.</p> <p>Terri reported that departments have been encouraged to place their course-level SLOs either on their syllabus or on the web and IT might receive an influx of requests for web assistance.</p> <p>Vic and Meghan gave an update on the Blackboard contract. The negotiations have been going on for several months and will be completed shortly. The College will need to keep the Content System since many faculty host their class content on that part of the system.</p>	<p>IT will resend the campus notice about the outage planned for the Banner 8 upgrade.</p> <p>IT will investigate making course SLOs available outside the portal without having to duplicate effort.</p>
8. Next Meeting	The next meeting is September 20 at 10:30 a.m. in LTC Room 144.	