



**Mt. San Antonio College
Information Technology Advisory Committee
Group Memory
September 20, 2010**

Members:		
Victor Belinski, Chair X	Meghan Chen X	Rich Lee
John Alvarez X	Grace Hanson	Paulo Madrigal X
Shanti Atashpoush	Paul Kittle X	Jim Smith (Guest) X
		Kate Scott (Minutes) X
ITEM	DISCUSSION/COMMENTS	ACTION/OUTCOME
1. ITAC Meeting Schedule	The Academic Senate asked ITAC to consider changing the meeting schedule so more faculty can participate. The current meeting time of Monday mornings is not very flexible for most faculty who usually teach during Monday mornings. The group discussed changing the meeting time and reviewed their current personal schedules. The group agreed to change the meeting time to the first Monday of the month from 2:30 p.m. to 4:00 p.m.	ITAC meeting time is now the first Monday of the month from 2:30 p.m. to 4:00 p.m.
2. Emergency Notification System	The group reviewed the new Emergency Notification System from Connect Ed. Vic shared the results of a recent successful system test that included 70 students and employees. The group discussed the College's disaster preparedness and emergency planning documents. The group was encouraged to share the Emergency Notification sign-up information with their departments and encourage all students and employees to update their emergency information.	The next Emergency System test is October 1. The system will also be tested on October 21 (great State shakeout day).
3. Revisions to AP 3720	The group reviewed the status of AP 3720 and the necessity for updating the policy. Vic will post the most recent version with the strikeouts in the ITAC Group Studio. The group agreed that the recent draft social media policy should be incorporated into AP 3720. The group discussed the processes where employees sign a copy of AP 3720. Currently, this is done at the IT Help Desk	Vic will share an update on AP 3720 at the next PAC meeting. ITAC will devote the next meeting to revising AP 3720.

	<p>since HR does not always have contact with all hourly or adjunct faculty members. The group will discussed several options for updating this process, like having employees acknowledge AP 3720 whenever they receive a new computer. This discussion will continue once the revisions to AP 3720 are completed.</p>	
<p>4. Update from Distance Learning (P. Kittle)</p>	<p>Paul shared that Distance Learning Committee discussed the course cartridge issue. A course cartridge is content provided by book publishers that can be uploaded into Blackboard. Sometimes these cartridges require that a 'building block' be added to Blackboard which can affect the whole system. There are also version and compatibility issues with some course cartridges.</p> <p>Paul asked if a field trip was going to be scheduled to a Moodle site. Vic and Meghan discussed the feasibility of using an open-source product like Moodle. Given the environment and resources required to run and support Moodle, it is most likely not a viable option for Mt. SAC.</p> <p>Paul announced that the CMS review is scheduled for October 8. Blackboard will present version 9 and Desire 2 Learn will present their CMS. There will be an opportunity for hands-on use of both systems that day.</p>	<p>Vic will talk with Santa Barbara City College to see if they were able to successfully implement Moodle.</p> <p>The CMS review is scheduled for October 8.</p>
<p>5. Other Items</p>	<p>Paul asked that the single-sign on for Library Databases be added to the issue bin.</p>	<p>The agenda will be updated with this issue bin item.</p>
<p>6. Next Meeting</p>	<p>The next meeting is October 4 at 2:30 p.m. in LTC Room 144.</p>	<p>Kate will post an announcement in Group Studio for the next meeting.</p>