Members:

Victor Belinski, Co-Chair	Katalin Gyurindak X	Paul Kittle, Co-Chair X	Don Potter X
John Alvarez	Bruno Hernandez	Rich Lee X	Jim Smith X
Shanti Atashpoush X	Phebe Hosea X	Paulo Madrigal	Kate Scott (Minutes) X
Meghan Chen	Robert Jackson X	Barbara Mezaki X	

ITEM	DISCUSSION/COMMENTS	ACTION/OUTCOME
1. Review of Minutes	The February minutes were approved as presented.	The minutes are posted online and in the ITAC Group Studio.
2. Update from PAC	PAC did not have a meeting.	Information Only
3. Update on Copier Hard Drives.	Robert Jackson had discussed copier hard drives and their disposal at a previous meeting. Shanti Atashpoush shared that when a copier is taken out of service it is sent to the Warehouse. If the copier is owned by the college and is being salvaged, the hard drive is removed and destroyed. IT is investigating with several copier vendors what the procedure is for removing data from copiers that are being returned to the vendor due to the end of a lease.	Information Only
4. Transition to OmniUpdate	Paul Kittle shared an update from Daniel Morales on the two OmniUpdate pilot projects. The first pilot project includes various academic divisions that have been trained in how to update their own content. The header and footer and various other elements are part of the page template and can't be updated or changed by an individual user. The second pilot project is for Faculty who currently have information posted to the ELearn server. The ELearn server software uses FrontPage which is no longer supported by the vendor. Also the server hardware is old.	Information Only

	Faculty need to back-up their work and transition to a different platform. One of the platform options is OmniUpdate. A draft matrix developed by Carol Webster from the OLSC, was also presented that shows how the different options, Course Studio, OmniUpdate and Blackboard can be used for Faculty material.	
5. Final Review / Approval of AP34XX Accessibility of Audiovisual Media – Captioning	Don Potter indicated that he did not receive any comments from ITAC about the proposed AP. By consensus of the ITAC members present at the meeting, the AP was approved as presented.	AP34XX approved as presented. Vic will report this to PAC.
6. DL Report	Paul Kittle reported that Distance Learning faculty continues to evaluate various options for a new learning management system. Possible systems are Desire2Learn, MoodleRooms, and Blackboard version 9.1. Any of the new systems would require faculty training, including Blackboard 9.1 which is very different than the current version of Blackboard in use at the college.	Information Only
7. Other Items **A. Recycling/Replacement of Lab/Classroom Computers**	A. Barbara Mezaki teaches in a building that is about 4 years old and when it opened it was outfitted with new lab/classroom computers. At a previous ITAC meeting, she asked about classroom/lab computer replacement cycles. Paul Kittle reported that IT does recycle many computers and uses a push-down method to replace machines in various classrooms and labs. Shanti Atashpoush reported that lab and classroom computers are generally purchased using Instructional Equipment funding which is coordinated by the academic divisions and is different than the replacement funding for faculty computers. Shanti shared that during the bimonthly technical staff meeting, the division technicians discuss which labs are being replaced and how and where to recycle the older machines.	A. Information Only

B. Online Orientation	B. Jim Smith discussed the current online orientation which is available to students via the portal. When a new student completed the online orientation they are cleared for registration in Banner. Vic Belinski did send statistics of online orientation use which show that it is a popular tool. Jim discussed the need for a more dynamic online orientation and would like ITAC to support this project. Robert Jackson agreed that the college is moving towards providing more online tools via the portal and that orientation should become a better resource for students. The Committee discussed the need for resources and collaboration to develop this project.	B. Online Orientation will be added to the May ITAC agenda. Jim Smith will send a link to Cabrillo College's online orientation website.
C. Next Meeting	C. The next meeting is May 2 at 2:30 p.m. in LTC Room 144	C. Kate will post an announcement in Group Studio for the next meeting.