



**Mt. San Antonio College
Information Technology Advisory Committee
Group Memory
June 6, 2011**

Members:		
Victor Belinski, Co-Chair X	Katalin Gyurindak	Paul Kittle, Co-Chair X
John Alvarez X	Bruno Hernandez	Rich Lee X
Shanti Atashpoush X	Phebe Hosea	Paulo Madrigal
Meghan Chen	Robert Jackson X	Barbara Mezaki X
Don Potter X		Jim Smith X
		Kate Scott (Minutes) X
ITEM	DISCUSSION/COMMENTS	ACTION/OUTCOME
1. Review of Minutes	The May minutes were approved as presented.	The minutes are posted online and in the ITAC Group Studio.
2. Update from PAC	Vic Belinski did not attend the last PAC meeting as their meeting was scheduled before ITAC's meeting. Vic reported that AP3720 has moved forward from AMAC to the bargaining units.	Information Only
3. DL Report	Paul Kittle reported that Bootcamp training is scheduled for June 28, 29, and 30. The training sessions will include LMS, Course Studio, and OU Campus. Barbara Mezaki asked if additional training will be offered in the fall and if the dates can be planned in advance. Paul reported that he expects that additional training sessions will be offered but the dates have not been calendared yet.	Information Only
4. Committee Goals and Progress Report	The committee reviewed the draft of the progress report. Barbara Mezaki discussed that not all students or employees are using the portal yet and that students don't know our college processes of communicating via the portal. John Alvarez shared that the Financial Aid office is no longer sending snail mail to students if they are missing documentation. The Financial Aid office encourages students to follow their status in the portal. Robert Jackson reminded the committee that this type of	Kate Scott will submit the report to PAC via Diana Casteel. Communication will be an agenda item for ITAC in the fall and Vic will present a portal usage report.

	<p>Mt. SAC process information should be included in the revised online orientation process.</p> <p>The committee agreed that a culture shift needs to take place where students and employees go to the portal for campus communication and information instead of having this information pushed to the end user.</p>	
5. eLearn Server Transition	<p>Microsoft is no longer supporting FrontPage and the eLearn server hardware is failing. Many schools choose to use their LMS as the primary web space for faculty content. The IT mission is to move to current, vendor supported software and hardware.</p> <p>Barbara Mezaki indicated that it is not in the best interest of students when they have to learn a different kind of technology for each course since faculty can choose to use the LMS, Course Studio, OU Campus, or any other web site they want. It would be in the best interest of students to have set standards for faculty web content but that is an academic matter not for ITAC.</p> <p>Vic stated that he would like to migrate everyone's FrontPage content before the server dies.</p> <p>Paul Kittle encouraged Barbara to contact him for support in moving her FrontPage website.</p>	Information Only
6. Other Items A. Closed Captioning AP Next Meeting	<p>A. Don Potter provided an update on the Closed Captioning AP. It has been sent for legal review and Meghan Chen is following up with Ginny Burley for the status.</p> <p>B. Online Faculty Directory – IT is working on data clean-up portion of this project during the summer. Barbara Mezaki discussed how this data is already collected by the Division/Department offices every semester and should only need to be provided once. Vic Belinski agreed and will be working with Instruction to identify Banner as the primary data source.</p>	<p>A. Information Only</p> <p>B. IT will provide an update at the September meeting.</p>

	<p>C. Vic Belinski discussed the impact of the 8 IT retirees on the department. IT will continue to complete projects to satisfy regulatory or compliance issues and projects for which there is a financial incentive or monetary savings for Mt. SAC.</p> <p>The next meeting is September 5 at 2:30 p.m. in LTC Room 144</p>	<p>C. Information Only</p>
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