Mt. San Antonio College
Information Technology Advisory Committee
Group Memory
October 3, 2011

Members:

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

ITEM	DISCUSSION/COMMENTS	ACTION/OUTCOME
1. Review of Minutes	The committee welcomed Joy Ugay as the new student representative. The September minutes were approved as presented.	The minutes are posted online and in the ITAC Group Studio.
2. Update from PAC	Paul reported that the next PAC meeting is October 5 so there is no new update.	Information Only
3. Distance Learning Report	Paul reported that the DL committee has been discussing the Moodlerooms implementation. An email has been sent to the campus community regarding the implementation timeline and training opportunities. Noncredit will also be included in the implementation. Paulo Madrigal discussed the process for noncredit students to claim their portal accounts. This process is almost complete and will be in production soon. Paul shared that the Moodleroom training classes are filling fast and are scheduled to accommodate 12 attendees per session.	Information Only
4. Develop ITAC 2011-12 Goals	The committee reviewed ITAC's goals from 2010-11 and discussed some possible changes. The committee did agree that last year's goals were broad and encompassing of IT's functions.	Members will review the ITAC goals from last year and bring draft goals for 2011-12 to the next meeting for approval.
5. List of Tools for Communicating with Students	The committee reviewed a short list of the various tools available for communicating with students. Jim Smith shared that Counseling does not actively participate on	Members will review the list and consider adding additional communication tools.

	Facebook due to the ease that mis-information can be spread via the social media site. Joy shared that she regularly checks her portal announcements since she is a member of the Honor's group and the Honor's coordinator communicates regularly via the portal.	
6. Technology Master Plan Review	The committee reviewed the sample list of technology related requests from the 2010-11 PIE cycle. Paul discussed the life-cycle of a technology plan and that a three-year plan is usually feasible versus a five-year plan that would be out-of-date before being fully implemented.	Members are encouraged to review the TMP that is posted in the ITAC Group Studio.
7. Other Items	Paul reported that Vic is scheduled to meet with Dr. Scroggins on Wednesday, October 5 and will discuss the staffing shortages in IT due to the many retirements. John discussed a classified staff members concern about the expansion of the use of OmniUpdate. Paul indicated that he thinks there is plenty of web work and that OmniUpdate has so many different features that users will need to be trained on and templates that will need to be developed. Paulo shared that his department is moving to OmniUpdate and have discovered that now they can add so many more enhancements to their websites which will always need to be updated. Don reported that the captioning AP is moving forward and will be discussed at President's Cabinet tomorrow. He also clarified that student work does not need to be captioned as it is between the student and the professor for a grade. Students can be encouraged to caption their work though as it is a good business practice. Katalin shared that the faculty in her department do want to be trained on captioning and Don and Paul indicated that training sessions might be offered this semester. Jim shared that Counseling implemented a pilot project	Information Only

	for students on the first level of probation. The students' registration date would be the last day of the cycle unless they completed an online workshop. More than 1,400 students completed the workshop and had their registration date automatically restored. This was a Title V project where Counseling provided the workshop content and IT integrated it with Banner. Katalin asked about included ESL and other noncredit instructors in the Moodlerooms training. Katalin regularly shows other faculty in her department how to use new technology. Paul showed the OLSC website and the new Moodlerooms FAQ page.	
	The next meeting is November 7 at 2:30 p.m.	A meeting reminder will be sent via the portal.