



**Mt. San Antonio College
Information Technology Advisory Committee
Group Memory
April 6, 2015**

Members:			
Victor Belinski (Co-Chair) X	Paul Kittle (Co-Chair)	Jim Smith X	Kate Morales (Minutes) X
Chau Dao X	Rich Lee X	Robert Stubbe X	
Jean Garrett X	Paulo Madrigal	Joe Vasquez X	
Phebe Hosea (Lee) X	Jaime Nevarez		Kate Morales (Minutes) X

ITEM	DISCUSSION/COMMENTS	ACTION/OUTCOME
1 and 2. Review of December and March Minutes	The December 2014 and March 2015 minutes were reviewed and approved.	December and March minutes will be posted to the ITAC website.
3. PAC Update	Vic reported that he shared with PAC that ITAC is working on the Technology Master Plan update. He also shared that ITAC will be proposing revisions to AP 3720 if the new Social Media AP is approved. The only change ITAC will make to AP 3720 is to remove the Social Media section. Vic also noted that the April PAC meeting has been cancelled.	Information Only
4. Review and Approve Committee Goal and Progress Report	The Committee reviewed the draft Goal and Progress report. The Committee discussed the various goals and agreed to submit the report to the President's Office.	Kate will forward the document to the President's Office. The item will be brought back at the June agenda to complete the accomplishments column.
5. Technology Master Plan (TMP)	Vic introduced Dave Palais. Dave will be assisting IT and ITAC with the revisions to the Technology Master Plan. Groups can either submit drafts to Dave and/or contact Dave to schedule time to talk about what revisions are needed. Dave will follow-up with each team to assist with questions or writing assistance as needed. He will also assist with ensuring the TMP is aligned with other campus planning initiatives like the Facilities Master Plan, the Education Master Plan, the Student Success Plan, and the Student Equity Plan.	This item will continue on the May agenda.

	Vic reviewed the various TMP section assignments and noted that Paul Kittle and Paulo Madrigal's draft was sent to the Committee. Their draft has also been shared with Dave.	
6. Possible Revisions to AP 3720	Vic shared that Paul Kittle has drafted the proposed changes to remove the Social Media section. The draft changes to AP 3720 are pending the formal approval of the new Social Media Policy.	Kate will post Paul's draft in the ITAC Group Studio.
7. Pending IT Projects	Vic discussed the ongoing implementation of the new document management system, OnBase. Chau shared that Financial Aid has been involved in the implementation and it is moving quickly. The go-live date is May 26. Jim Smith asked about user training and Vic shared that IT will be doing training via POD. Vic reported that the TechQual survey has ended. We received more than 800 responses. A preliminary review of the comments indicates that most were positive and included some actionable suggestions. IT will be incorporating some suggested improvements as part of the PIE planning process.	Information Only
8. DL Report	Paul was not able to attend ITAC today so Vic shared a few updates from DL. The State-wide OEI initiative continues to make progress on their goal to deploy and manage a central online education system. They have selected Canvas as the course management system. Vic shared that Mt. SAC is participating in the OEI project for piloting online tutoring. Vic also indicated that Mt. SAC's DL program is continuing to prepare for Accreditation and ensure proper access can be provided to the visiting team. The College will be renewing the Moodlerooms agreement for the new fiscal year.	Information Only
9. Other Items	Jim Smith asked about the recent Cabinet notes related to the State-wide initiative for an educational planning system. Mt. SAC uses DegreeWorks and the State committee has chosen a different product. Vic indicated that IT is following the initiative and will see how the implementation goes. This tool can be useful for smaller schools that cannot afford their own solution. The next meeting is May 4 at 2:30 p.m. in Bldg. 4 Room 2460.	Information Only A reminder will be posted in the portal and sent via email one week prior to the mtg.