



**Mt. San Antonio College
Information Technology Advisory Committee
Group Memory
February 8, 2010**

Members:		
Victor Belinski, Chair X	Terri Beam X	Paul Kittle X
John Alvarez X	Meghan Chen X	Paulo Madrigal X
Shanti Atashpoush X	Grace Hanson X	Dan Smith X
		Kate Scott (Minutes) X
ITEM	DISCUSSION/COMMENTS	ACTION/OUTCOME
Reminder of ITAC Goals	ITAC's 2009-10 goals are: <ol style="list-style-type: none"> 1. Improve and increase campus communication via updated web pages. 2. Promote increased usage of college portal. 3. Support ongoing efforts to integrate technology across campus. 4. Investigate and support expansion of Help Desk services for students, faculty, and staff. 5. Encourage and support IT in providing increased technology training campus-wide. 	
1. Review of January Minutes	The January minutes were approved as presented.	The minutes will be posted to the ITAC webpage and the ITAC Group Studio.
2. Update from PAC	Vic reported that the last PAC meeting was cancelled.	Vic will attend the next PAC meeting on March 3.
3. Status of Online Directory Recommendation	The Online Directory project has been broken into two pieces. The first part is the faculty directory information so students can contact their professors. The faculty directory will include adjunct professors. The second part is the staff information. Vic suggested that the bullet point regarding establishing a timeline for entering data in Banner be expanded to include a timeline for divisions to submit paperwork to Human Resources. All agreed that the bullet should be changed to	Vic will modify the Online Directory recommendation and bring it to the March 3 PAC meeting.

	include a statement about HR working with the divisions to establish an appropriate timeline for submitting paperwork.	
<p>4. Update on Academic Technology</p>	<p>Shanti reported that there are two global academic technology initiatives.</p> <p>New computers will be rolled out with Windows 7. IT does not plan to retrofit computers to Windows 7 unless they are in an academic lab or classroom that is teaching Windows 7. Terri commented that there are known browser issues with Windows 7 and Blackboard.</p> <p>The second initiative is the recent meeting on accessibility that was lead by DSPS. There are many types of DVD players and DVD software that is available on campus. Shanti explained that new and re-modeled classrooms have DVD players with a 'closed captioning' button which makes it very easy to turn this feature on.</p> <p>The Academic Technology technicians recently tested several versions of Windows media player software and Power DVD software. They found that both will play DVD's with closed captioning depending on how the DVD's were created. It is necessary though to turn on the feature inside of the software which can be a training issue. Meghan explained that Media Services found that most documentary videos are not created with closed captioning.</p> <p>Dan explained how a project in his classes uses QuickTime software and was wondering if there was third-party software that could close caption these files.</p> <p>Grace explained that DSPS does offer real-time transcription. It is much easier if the video is closed-captioned when it is created rather than going back and trying to do it afterwards. The committee discussed the need to teach our students about these types of accessibility issues so they are aware of them before going into the 'real world'.</p> <p>Terri suggested that ITAC or IT send ongoing and regular information items to the campus about these types of technology issues.</p>	<p>Academic technology and accessible technology will be an on-going discussion item at ITAC.</p>

5. Revisions to AP 3720	Vic discussed the revision process for AP 3720. He is working on a first draft that will show strike-outs in the text that is no longer relevant and a list of new technologies that are not currently in AP 3720 including social networking and smart phones. The committee discussed several recent examples of questionable actions in social networking venues including students attempting to 'sell' add numbers for closed classes.	Vic will bring a draft of the revisions of AP 3720 to the March ITAC meeting.
6. Other Items	Terri discussed the need to authenticate distance learning students and if the same guidelines will apply to in-person courses. Also, the college is able to authenticate students logging into Blackboard from Luminis but not those that are logging into remote publisher websites. Meghan explained that a Learning Systems Policy or Administrative Procedure regarding authentication might be needed.	
7. Next Meeting	The next meeting is March 15 at 10:30 a.m. in Bldg. 6 Room 144.	The agenda will be posted on the ITAC webpage and the ITAC Group Studio.

FUTURE MEETING DATE

March 15, 2010

April 19, 2010

May 17, 2010