



**Mt. San Antonio College
Information Technology Advisory Committee
Group Memory
April 19, 2010**

| Members: | | | |
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| Victor Belinski, Chair X | Terri Beam X | Paul Kittle X | Rich Lee (Guest) X |
| John Alvarez X | Meghan Chen X | Paulo Madrigal X | |
| Shanti Atashpoush X | Grace Hanson | Dan Smith X | Kate Scott (Minutes) X |
| ITEM | DISCUSSION/COMMENTS | ACTION/OUTCOME | |
| Reminder of ITAC Goals | <p>ITAC's 2009-10 goals are:</p> <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 March Minutes | The March minutes were approved as presented. | The minutes will be posted to the ITAC webpage and the ITAC Group Studio. | |
| 2. Update from PAC | <p>Vic reported that PAC discussed some of the proposed changes to AP 3720 including requiring that all staff and faculty use their mtsac.edu email account to communicate and the forwarding of student email.</p> <p>Dan and Terri discussed the difficulty in determining hire deadlines and obtaining a list of currently hired faculty.</p> <p>Vic also updated PAC on the Smoking Survey that is being conducted through the portal. As of today, more than 2,500 students have responded to the survey.</p> | Vic will attend the next PAC meeting on May 5. | |
| 3. Annual Committee Evaluation | The committee reviewed the evaluation form and agreed that no changes would be made to the purpose and function | The Evaluation form will be submitted to PAC. | |

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| | statements. The committee agreed to add a manager appointed by Administrative Services. The committee also agreed to add two new faculty members and request that at least one of the two be a non-credit faculty member. | |
| 4. Annual Goals Progress Report | The committee discussed several ways in which ITAC or committee members have made progress on the various goals. Suggestions included the progress made by ITAC, the Academic Senate, and campus departments in using the portal, the training sessions offered on Course and Group studio, and the research and discussions ITAC had regarding remote Help Desk support services. | Kate will update the Goals Progress Report and send it to the Committee for review. Once finalized, Kate will submit it to Diana Casteel. |
| 5. Online Learning Management (OLM) Systems – Possible Site Visit | The committee discussed the recent technical issues with Blackboard. Shanti shared that colleagues at a school on the east coast have reported the same upload issues as Mt. SAC and they are also a Blackboard hosted client. Vic discussed the comments that have been made in several venues about changing systems or exploring alternatives and that if this project proceeds, a workgroup will be established. Terri encouraged any workgroup to consider that only about 20% of Blackboard usage is fully online classes; the rest are faculty who use it supplement their course. Terri reported that she has talked with several faculty who use Blackboard a lot and they agreed that there has only been about 30 days of trouble since 2005 which is only about 1% of the time. | Vic will ask the Academic Senate President to re-iterate that the College is only in the beginning stage of researching any type of OLM system change or upgrade. |
| 6. Revisions to AP 3720 | The committee discussed several examples of new technologies that AP 3720 does not address. Vic showed a discussion board that is available in the ITAC Group to discuss issues related to AP 3720. The committee discussed several instances of copyright and ownership in the digital age. They also discussed how students are now using their cell phones and PDAs for all communication rather than email or a computer. Terri indicated that APs are usually broad so that they can be applied as needed rather than too specific. | ITAC members can respond on the Group discussion board of possible new technologies and things to consider for AP 3720. Dan will bring this topic to the Academic Executive Board for direction on ownership in the digital age. |
| 7. Other Items | Terri asked about the progress on the faculty directory. Vic | IT will schedule a meeting |

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| | <p>discussed the need to coordinate a meeting with Payroll, HR, Risk Management, Benefits, and IT regarding the communication that is going to be sent to users to ask them to update their information.</p> <p>Vic reported that IT and Marketing are working on a re-design of the myportal.mtsac.edu homepage. Terri, Paul, and Meghan suggested adding a Blackboard tab or icon to make it easier for students to find and not crowd the portal home tab.</p> | <p>with interested parties regarding updating user contact information.</p> |
| <p>8. Next Meeting</p> | <p>The next meeting is May 17, 2010 at 10:30 a.m. in LTC Room 144.</p> | |