



**Mt. San Antonio College
Information Technology Advisory Committee
Group Memory
February 7, 2011**

Members:			
Victor Belinski, Chair X	Katalin Gyurindak X	Paul Kittle X	Don Potter X
John Alvarez X	Bruno Hernandez	Rich Lee X	Jim Smith X
Shanti Atashpoush X	Phebe Hosea X	Paulo Madrigal X	Kate Scott (Minutes) X
Meghan Chen X	Robert Jackson X	Barbara Mezaki X	
ITEM	DISCUSSION/COMMENTS		ACTION/OUTCOME
1. Review of Minutes	The committee introduced themselves to new member Katalin Gyurindak. The minutes were approved as presented.		The minutes are posted online and in the ITAC Group Studio.
2. Update from PAC	The revisions to AP 3720 have been forwarded to PAC for review. Vic reported that the February PAC meeting was cancelled. The next PAC meeting is March 2.		Information Only
3. Review of Revisions to AP/BP Cover Sheet	The committee reviewed the revised cover sheet and did not have any changes.		Kate will notify the Instruction Office.
4. AP 34XX Accessibility of Audiovisual Media – Captioning	Paul Kittle, Meghan Chen, and Don Potter gave a history of how the Task Force was formed and how this AP was developed. Barbara Mezaki asked if funding was going to be provided to implement this procedure. Don explained that there is no funding available that he knows of and all departments are being asked to budget for captioning services as needed. DSP&S and the Library are not equipped or legally able to provide these services to the entire campus. Don also detailed the five year plan the campus is working on to implement captioning. The first year has been focused on raising awareness, developing the AP, and providing training. Paul discussed the first training session that was offered last week and indicated that they will be expanding it to		ITAC will review the draft AP and provide comments to Don Potter and Meghan Chen via email by February 22. The changes will be brought to the March 7 meeting for approval.

	<p>two sessions to allow more time to complete the tasks. Barbara suggested that a resolution from the Academic Senate in support of this AP would raise awareness of this issue with faculty. The committee discussed the different kinds of captioning and the need to caption sounds, not just spoken words.</p> <p>The committee also discussed ways to encourage compliance for existing and future vendors.</p> <p>Meghan cautioned the committee from being overwhelmed by the volume of work needed to bring all media materials into conformity. She and the Task Force are encouraging the campus to get started and hoped committee members would assist with raising awareness and moving towards compliance.</p>	
<p>5. DL Report</p>	<p>Paul reported that they are working on a pilot project to train faculty to transition from eLearn using Microsoft FrontPage to OmniUpdate. Microsoft Frontpage software is no longer supported by the vendor. Vic reported that IT recently completed an entire backup of all data from the eLearn and the vClass server for safe keeping. Paulo reported that Community Education is very happy with the OmniUpdate solution and use it regularly to update the text of their web pages. The committee discussed the continuation of the OmniUpdate implementation which will soon include additional Student Services departments. John indicated that the Scholarships office has a need to provide timely and immediate web updates as scholarship information changes frequently.</p>	<p>Information Only</p>
<p>6. Status – Online Faculty Directory</p>	<p>Students are easily able to view a faculty member's email address after they register in the class because it appears on their schedule bill. The distance learning courses have used the class search information text box very effectively to provide faculty contact information for students before they enroll in a course. IT will be</p>	<p>Information Only</p>

	<p>integrating the faculty email address into the class schedule search by making the faculty name an email link. IT will be sending portal announcements in Spring 2011 to remind faculty to update their contact information via the portal.</p> <p>Barbara explained she must complete her contact information and office hours paper form for her division by the second week of each semester. Perhaps this can be used to update the information since faculty are already providing it.</p>	
<p>7. Other Items</p>	<p>Robert Jackson asked if hard drives from salvaged or re-distributed copiers are wiped clean since it is possible for this information to be recovered.</p> <p>The next meeting is March 7 at 2:30 p.m. in LTC Room 144.</p>	<p>Vic will research this issue and report back at the next meeting.</p> <p>Kate will post an announcement in Group Studio for the next meeting.</p>