Members:

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

ITEM	DISCUSSION/COMMENTS	ACTION/OUTCOME
1. Review of Minutes	The October minutes were approved with a correction the spelling of Paulo Madrigal's name in item # 3.	The minutes are posted online and in the ITAC Group Studio.
2. Update from PAC	Vic reported that he attended in the October 5 PAC and shared an update from ITAC.	Information Only
3. Finalize ITAC 2011-12 Goals	The committee discussed the goals from last year and agreed that they were still relevant for this year. The committee would like IT to reintroduce the plan for expanding support hours which coincides with committee goal 4. The committee also suggested adding 'secure funding' to many of the goals since progress is dependent on having enough funds to implement the goal.	IT will present the expanded support hours plan. Vic will meet with Adrienne Price regarding possible IT funding opportunities. A draft of the goals for 2011-12 will be presented at the next meeting.
4. AP 3720	The committee reviewed the notes from the October 25 President's Cabinet regarding the changes to AP 3720. The committee agreed with item 1 from the President's Cabinet notes to append the Employee Acceptable Use form to AP3720. Barbara questioned the change in item 2 from the Presidents' Cabinet notes about changing to the longer statement on personal use that is in the Employee Acceptable Use Agreement instead of the shorter statement on personal use that is in AP 3720. Barbara	The AP will be revised to reflect the changes and Vic will report the outcome and recommendations at the next PAC meeting.

	recommended sending AP 3720 to college legal counsel for review. The committee agreed to revise the wording of the Employee Acceptable Use Agreement so it matched AP 3720. The committee agreed with item 3 and will remove the reference to closed captioning. The committee did not think AP 3720 should refer back to the pending closed captioning AP. Referring to other APs can create issues as an AP might be updated causing issues for dependent APs. The committee agreed with item 4 and will simplify and clarify the social media language regarding responsibility for posting on pages owned by the District versus posting on personal sites not maintained by the District.	
5. Communicating with Students – Student Survey	The committee discussed the various ways the campus community communicates with students. Vic proposed doing a very short survey of students asking about their communication preferences such if students prefer to login to get information or if they want the information pushed to them via email or text message. The ITAC student representative, Joy, shared that she prefers to login to the portal and find information rather than having it pushed to her because she prefers to keep school communication separate from personal communication like email or text messaging. Barbara asked what IT would do with the results of the survey and Vic reported that IT has the technology to communicate with students in several ways and would use the survey data to assist with recommending a communication path to consider.	Vic will draft a survey and send to the committee for review. The goal is to have the survey live for winter registration which is November 17.
6. Technology Master Plan Review	Vic discussed the joint planning meeting that was held last week where the President and many members of the campus community discussed how campus planning can be more integrated. Vic asked the committee to review the Technology Master Plan, specifically the action plan,	Committee members will continue to review the Technology Master Plan, especially the action plan section.

	and consider prioritizing requests for funding.	
7. DL Report	Paul reported that the Moodlerooms boot camp training for faculty is scheduled for January 3, 4 and 5. Additional information will be sent to faculty. Paul also discussed the draft statement regarding implementing building blocks in the course management system and the need to revise it and reintroduce it to the committee.	Paul will revise the Building Block statement and bring it to the next ITAC meeting.
8. Other Items	The next meeting is December 5 at 2:30 p.m.	A meeting reminder will be sent via the portal.