Mt. San Antonio College
Information Technology Advisory Committee
Group Memory
October 6, 2014

Members:

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

ITEM	DISCUSSION/COMMENTS	ACTION/OUTCOME
1. Review of Minutes	The September 2014 minutes were approved.	The minutes are posted online and in the ITAC Group Studio.
2. PAC Update	Paul reported that since Vic is on vacation, this report will be given at the next meeting. Paul will be attending the October PAC meeting this Wednesday.	Information Only
3. ITAC Goals	We are waiting for the form from the President's Office / PAC to complete ITAC's goals for 2014-15.	Paul will ask about the status of the form at the October PAC meeting.
4. Coordinating Updating Technology Master Plan Sections	The committee discussed the various sections of the Technology Master Plan (TMP) and other college-wide planning mechanisms such as the Educational Master Plan, Facilities Master Plan, and College Strategic Plan. Paul directed the committee members to the ITAC Group Studio to review the most recent TMP. IT would like to add two new sections to the plan: Enhance Campus Security and Management of Mobile Devices. Meghan suggested that the committee discuss the planning assumptions section at the next meeting to have a common understanding of planning guidelines as smaller teams attempt to edit the other sections. The committee agreed that this discussion would be a good thing so it will be added to the November agenda. Paul will check with the chair of IEC regarding sharing budget requests from the 2013-14 PIE process to see if additional technology planning objectives can be determined. Richard is a member of the Strategic Plan Task Force and will check on the status of this document because	ITAC will discuss the Planning Assumptions section at the November meeting. All committee members should review the existing TMP and other Mt. SAC planning documents.

	it may be a resource for developing parts of the TMP. Richard indicated that the Strategic Plan includes a flowchart detailing the Mt. SAC integrated planning process. Paul also discussed the possibility of reviewing AP 3720 because additional edits may be needed as technology changes and the College considers other guidelines for things like Social Media. The Committee discussed the Goals and Objectives section and agreed that input is needed from Vic Belinski and other planning documents regarding the College's future technology direction.	
5. Pending IT Projects	Paul reviewed the status of several pending large IT projects. Contracts have been signed with Hyland to move forward with the imaging project. IT is meeting with the Imaging Task Force on October 22 to review the five projects Hyland will be completing as part of the contract. Paul indicated that IT is continuing to migrate computers from XP to a newer operating system. Currently there are approximately 300 machines still running XP. The count went up a bit after the fall semester started because faculty returned to campus with older machines and labs with older machines are once again being turned on and reporting to the network monitoring software.	Information Only
6. DL Report	Paul reported that the Distance Learning Committee (DLC) has been working on their gap analysis document. The DL webpage is being updated for both students and faculty. Meghan discussed the OEI (online education initiative) project that is being coordinated by Foothill-De Anza and supported by the Chancellor's Office. Mt. SAC may participate as a pilot school in the online tutoring piece of this project. Paul indicated that the Library will soon be offering 24/7 reference support and he has created a script for Moodlerooms to offer the same service.	Information Only
7. Other Items	The next ITAC meeting is November 3 at 2:30 p.m. in Bldg. 4 Room 2460.	A reminder will be posted in the portal and sent via email about one week prior to the meeting.