



**Mt. San Antonio College
Information Technology Advisory Committee
Group Memory
March 2, 2015**

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

ITEM	DISCUSSION/COMMENTS	ACTION/OUTCOME
1. Review of Minutes	The December minutes were reviewed but since there was not a quorum they could not be officially approved.	December and March minutes will be brought to the April meeting for approval.
2. PAC Update	Vic reported that there was no PAC meeting last month. He is planning to attend the March PAC meeting.	Information Only
3. Social Media Recommendations	Paul reported that he was a member of the task force. The goal of this new AP and BP is to keep Marketing informed of social media endeavors and brand them, as appropriate, with Mt. SAC information. Vic agreed that the new Social Media AP and BP will assist with branding Mt. SAC accounts. AP 3720 may need to be revised if these new documents are approved.	If the new Social Media AP and BP are approved, ITAC will review AP 3720 to remove social media information.
4. Technology Master Plan (TMP)	Vic reviewed the sections of the Technology Master Plan and the committee members that are assigned to each section. He noted that Richard McGowan is no longer on ITAC and we will need a new representative from Continuing Education. Vic discussed reaching out to Student Government to ensure their representative attends the meeting and provides input to the development of the TMP. Vic indicated he will also be contacting an IT consultant to assist with the plan revisions and ensure all aspects of technology are reviewed. Vic will ask the consultant to attend the next ITAC meeting in April. A section on Disaster Recovery will be added to the Technology Master Plan. The College is considering options, such as distance learning, for offering classes or continuing classes during a disaster.	This item will continue on the April agenda.

	The options depend on the scope of the disaster affecting Mt. SAC and our students.	
5. Pending IT Projects	<p>Vic reviewed several IT projects. The implementation of the OnBase imaging system is proceeding quickly. Bob Hughes has an aggressive implementation schedule to ensure the system is ready for Financial Aid to begin the new aid year. Jim Smith asked when Counseling will begin using the system. Vic indicated that the go live date is at the end of May and training will be provided to Counseling. Vic also indicated that IT is investigating adding dual-monitor capability to those workstations that need to utilize the imaging system.</p> <p>The College has less than 250 workstations running XP. Approximately 100 are staff machines and 103 are lab machines. Some machines will still need to run XP because they are used for software programs that will only run under XP. These machines are still receiving software updates and patches.</p> <p>As part of Accreditation, IT will be participating in the TechQual survey. This is a national survey on IT services and is used by all levels of colleges - 2 year, 4 year, private and public, research institutions, and graduate institutions. The survey will go out in March and will ask students, faculty, and staff, to rate IT services and suggest areas for improvement. IT can use this data to compare against benchmark institutions and identify areas to improve.</p>	Information Only
6. DL Report	Paul reported that he attended the ASCCC 2015 Accreditation Institute. Many sessions included distance learning equity and that Visiting Teams are verifying that communication in DL courses meets the requirement of being regular and effective. Colleges need to hold on to evidence of this communication. The Visiting Teams are looking for documentation that shows the college is doing what it says it is doing. This includes keeping old email and courses for up to 10 years.	Information Only
7. Other Items	Vic reported that IT is considering options for reducing the amount of email the College is currently storing. Options include purging based on how old the message is or assigning space quotas.	Information Only

	The next meeting is April 6 at 2:30 p.m. in Bldg. 4 Room 2460.	A reminder will be posted in the portal and sent via email one week prior to the mtg.
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