



**Mt. San Antonio College
Information Technology Advisory Committee
Group Memory
January 25, 2010**

<p>Members:</p> <p>Victor Belinski, Chair X Terri Beam X Paul Kittle X</p> <p>John Alvarez X Meghan Chen X Paulo Madrigal X</p> <p>Dwight Ayle Grace Hanson X Dan Smith X Kate Scott (Minutes) X</p>		
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. Recommendation from PAC – ITAC Purpose and Function Statement	<p>The committee reviewed the recommended changes to the ITAC purpose and function statement from PAC. The Council agreed to the changes including becoming a committee instead of a council and adding a statement regarding the review of the Technology Master Plan. The committee will now report to PAC. Vic will attend the next PAC meeting to give an update on ITAC.</p> <p>The committee reviewed the membership and agreed to add the Assistant Director, Academic Technology and Infrastructure as an on-going member. This change will bring a broader view of academic technology including classrooms, labs, faculty support, and distance learning. The committee also agreed to change the position designated as Blackboard</p>	The revised purpose and function statement will be submitted to PAC.

	<p>Administrator to a classified member.</p> <p>Terri explained the differences between a council and a committee. The consensus was that reporting to PAC as a committee will be beneficial and increase campus communication.</p>	
<p>2. Draft Recommendation to Update Directory Data</p>	<p>The committee reviewed the draft recommendation to update the campus directory data so it can be available as an online directory. The directory data elements were discussed including the need to establish timelines for when new employee data is entered in Banner.</p> <p>A campaign to encourage all staff and faculty to login to the portal and update their directory information including office location and on-campus extension was discussed. Terri indicated that Marketing has an updated directory of full-time employees. The committee agreed that IT should see if it would be beneficial to update the current Banner directory records with the information from the updated Marketing directory.</p> <p>Terri suggested that the project be divided into two phases with the faculty directory going live first. All agreed that a phased approach was a good idea and would provide the students with the information they need to contact their faculty members. Terri also suggesting adding that the directory would be available via the class schedule search so it is outside the portal and potential students can contact faculty.</p>	<p>Vic will revise the recommendation, post it in the ITAC Group, and present it to PAC on February 3.</p>
<p>3. Other Items</p>	<p>Vic reported that he is working on an outline to revise AP 3720 and will bring it to the next meeting.</p> <p>John indicated that there had been some requirement changes on securing data from the Student Aid Commission. Other changes include that the college must display the full</p>	

	<p>cost of a course including the textbook.</p> <p>The committee discussed the recent lawsuits regarding a school requiring the use of a Kindle in certain courses. Grace explained the background of the lawsuit and how the college can avoid finding itself in a similar situation.</p> <p>Terri asked about the status of OmniUpdate. Meghan explained the roll-out process which involves three pilot departments: Financial Aid, Technology and Health Division, and Business Division.</p>	
<p>4. Next Meeting</p>	<p>The next meeting is February 8 at 10:30 a.m. in Building 6 Room 144. All ITAC agendas, minutes, and handouts will be posted in the ITAC group inside the portal. Please bring copies to the meeting.</p>	

FUTURE MEETING DATE

February 8, 2010

March 15, 2010

April 19, 2010

May 17, 2010