Members:

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

ITEM	DISCUSSION/COMMENTS	ACTION/OUTCOME
1. Review of Minutes	The November minutes were approved as presented. As a follow-up to the November meeting, Vic reported that IT is testing a screen that will appear on all computers before users log-in that asks the user to acknowledge AP 3720. The test has gone very well and once AP 3720 is revised and approved, IT will roll-out this new functionality.	The minutes are posted online and in the ITAC Group Studio.
2. ITAC Goals 2010 – 2011	The committee reviewed ITAC's goals from 2009-10. All agreed that progress was made on the five goals but that the same goals should be continued this year. ITAC's goals for 2010-11 are: 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.	The goals list will be submitted to PAC.
3. Finalize AP 3720	The committee reviewed AP 3720 and made minor revisions: 1. Removed the reference to AP 3750 on page 1 since an AP should not refer to another AP.	The revised AP 3720 will be forwarded to PAC and then to AMAC.

	2. Modified the statement on Captioning/Closed Captioning to include 'or be subtitled, or sub-titled for deaf and hard of hearing.' Vic reported that the AP will move forward to PAC and then to AMAC where it will be determined if the AP is an academic or professional matter.	
4. Report on Campus Web	The committee discussed the status of the OmniUpdate pilot. Daniel Morales has conducted training sessions with almost every academic division. The divisions can now update their content, but not necessarily the overall design of the website. The committee discussed the need to retire the eLearn server and move some of the content to a new location. Meghan explained the requirement that distance learning students must be authenticated for any work that they complete as part of a graded assignment. The eLearn server did not have authentication so this type of content has already been removed from the server. Vic explained the new faculty web server is available and tied to OmniUpdate so faculty can use the toolset to develop their academic web content. Meghan clarified that training would be available and that there would be future communication to faculty regarding the move away from the eLearn server.	Information Only
5. Status of Faculty Directory	The committee discussed the options for a faculty directory. There are several different types of contact fields available in Banner including email address, office phone, and cell phone. This data may or may not be correct for the majority of faculty.	Vic will create a Task List for the project.
6. New Captioning AP	Don summarized the status of the AP and this item will be included on the February 7 ITAC agenda. Meghan and Don discussed the legal ramifications of captioning and the need to raise awareness across the entire campus. Don explained that captioning captures all audio in a video including things like music and noises. Subtitles usually only capture dialogue and that sometimes is not enough to convey the entire message from the video. The Captioning Task Force is	Item will be included on the February 7 agenda.

	planning to offer training in February for how faculty and others can caption any media they create on their own. Meghan shared that the Library is working to encourage media vendors to fully caption their materials before they can be purchased by the college.	
7. DL Report	Paul reported that the Distance Learning Committee is looking at possible alternatives to Blackboard or upgrading to Blackboard version 9.1. They have also completed the Alternative Authentication Methods statement to ensure the college is in compliance with the law that Distance Learning students must be authenticated to complete any graded assignment. Meghan shared that the college will be able to work with text book providers that can meet this authentication requirement.	Information Only
8. Other Items	The next meeting is February 7, 2011 at 2:30 p.m. in LTC Room 144.	Kate will post an announcement in Group Studio for the next meeting.