

## Institutional Technology Committee

Meeting: October 31, 13

Called to order: 10am

Present: Robin Padgett, Lori Collier, Julie Johnston, Jackson Ng, Aeron Zentner, Dave Clausen, Dave Corley, Elaine Theobald, Debbie Loeffler, Michael Giampaoli

Absent: Logan Merchant, Patrick Walton, Tammy Robinson

### Procedural

Approval of Agenda

Motion: Lori Collier, second: Julie Johnston

Motion carried unanimously

Minutes taker for TODAY (emphasis on TODAY)

Michael Giampaoli volunteered (incredibly, no one objected)

### Nominate Chairperson:

Lori Collier nominated Dave Corley (again incredibly, no one else expressed a wish to take the position)

### Election of Chairperson:

Motion: Lori Collier, second Robin Padgett

Motion carried unanimously

### Approve minutes form 12/6/12 and 5/9/13 ITPC meetings

Motion: Michael Giampaoli, second Julie Johnston

Motion carried unanimously

### Discussion:

- Most pressing matter: update IT Master Plan
  - Data needed from Student services
  - In the meantime work on what can be done
  - Target date mid December
- Dave Corley spoke as to what he has been up to
  - Upgrade network equipment
    - Refresh cycle was discussed, time and cost
      - Five year recycle was felt the most financially feasible
      - Costs must be budgeted for
  - Student email is being upgraded
  - Wireless is being added to most of the campus that lacks it (like most of Creative Arts)
  - Web Advisor
    - Degree Audit will allow students to track their progress towards their degree
      - Some funding from one grant, more money must be allocated for implementation
    - Portal, Student planning, and Web alert
      - Eliminate mailings
      - Expedite student services
  - Website
    - More updates
    - Roll website into Sharepoint from CM1 (two more years)
    - "Be easier, look better": Dave Clausen
  - Higher 1 (One?)
    - Handle student payments, reimbursements
    - Marketing tool to raise community awareness as to the positive economic impact of the college

### Agenda items for next meeting:

- Review the 2013-18 IT master plan, email ideas to Dave Corley

- How to get financial requests into the current cycle if the initial IPR of a new program is not due until the next cycle
- Remove items from the current IT master plan that have been accomplished

Next meetings:

November 7, 21, December 5. All at 10am TECC Humanities Building

Meeting adjourned at 10:50 am