INFORMATION TECHNOLOGY COMMITTEE MEETING
February 25, 2010
2:00 pm - 3:30 pm
Washington Street Campus, SSC 277

Minutes

Members Present: Lee M. Colaw, Lynn Thornton, Claudie Biggers, Ed Nolte and Kim Davis, Delton Moore, David Ziegler and Dan Ferguson

Members Absent: Gina Garrett and Robert Austin,

Guest: none

I. Action Items
   a. Approval of the Minutes – February 11, 2010 - Motion was made by Lynn for approval of the minute’s contingent upon any modifications or corrections to be sent to Rose. Claudie seconded the motion.

II. CIO Report
   a. General update (Lee)

   1. Rogue DHCP Update – If at close of business today there is no reported rogue problems reported, Mr. Colaw may send out an email letting faculty and staff know the problem has been fixed. ITS brought in several WAN/LAN specialists and they discovered that an industry endorsed operating system patch was degrading the integrity of the College network. This was an extremely unique and difficult problem to identify due to the intermittent occurrence of the outages. This has been a very good learning experience for ITS as it allowed a total review of the College’s anti-virus software architecture, as well as a complete review of the network infrastructure. Lee expressed his appreciation to the faculty and staff for working with ITS in identifying and resolving this problem.

   2. Grant Update – CCRAA and Title V – Mr. Colaw is taking an active involvement in identifying technology oriented needs to apply for these grants. The CCRAA Grant is to support the Science, Technology, Engineering and Math disciplines. The grant will focus on three primary areas; Kathy Wetzel’s area, Mary Graff’s area, and the non-destructive testing lab area at East Campus. Lee has talked with the faculty and a plan has been established on how to utilize the available funds. The proposed plan for the non-destructive testing area for East Campus will include camera equipment and a couple of very high end computers, Kathy Wetzel’s area in Engineering 102 and 208 will be upgraded to smart classrooms. Mary Graff’s Physics Lab area on the 3rd floor in the new Science Laboratory Building will have two classrooms upgraded with the latest in audio visual capabilities. All of these proposed grant initiatives will support academic learning initiatives of the College. The Title V Grant will be directed toward the development of a modern teaching
development and distance learning classroom in the Library. Mr. Colaw has sent out an email to the faculty leadership soliciting information on how this Grant can help with distance learning and what tools they feel is needed. Lee suggested that if a plan for distance learning is not identified then he proposes the grant money to be used toward this year’s annual license renewal for Angel; the College’s learning management system of choice... Claudie commented that faculty does not know what technology is out there, and she would prefer not to target the funds toward Angel. She brought up some ideas for consideration: external hard drives, additional check out item from the TIC, and digital cameras for faculty. Lee asked for any ideas from Faculty Senate and other committees be forwarded to him before Spring Break.

III. Discussion/Information Items

a. Appropriate Use Policy for Information Resources (All) – Lynn presented the comments that were brought forward; such as reservations on the wording “online gaming” in the policy. He suggested that the policy make it clear that it referenced gaming for educational purposes and that it should not give employees permission to “game” while on the clock. After further conversation, the group decided that the wording would change. Another comment brought forward was on page 2, paragraph 4 of the policy which states “Information Technology Resources at Amarillo College”. It was expressed that some of the items listed were not under the purview of the IT Council or the ITS Division and they should be eliminated from this document. Lee said he would discuss this issue further with Lynn to better understand his perspective on this issue. A vote on finalizing this policy will probably be coming at the next meeting.

Lynn made a proposal that in light of the pending Appropriate Use Policy, the existing Data Access and Email policies be terminated; Delton seconded; motion passed. Lee had no objection with the termination of these policies.

b. School Messenger Emergency Notification System - Lee asked that the ITC members log in to www.actx.edu/acalert and navigate through the menu’s to make changes to their personal information. Lee will send out a test message within the next few days for everyone to have a chance to preview the new AC Alert system. Lee is working with Rusty Cornelius to complete the development and testing phases, and the system should be ready for implementation by April.

c. Budget Process (All)- Lee discussed the annual budget process and the new technology hardware and software forms.

d. ACT (Kim Davis) – ACT had an extra meeting in December to discuss concerns on how to complete work orders on the project list with dates of two or more years and how to complete projects ranked medium and low when high priorities are not completed. eg. Students not able to update demographic system from Web Advisor; records mailing list are not working, and bad data in student records. Ed posed the question; if a requisition is put in, why does it have to be completed by the end of the month? Lee responded that the annual software patch for 1098’s and 1099’s from Datatel broke the requisition process effecting every Datatel site throughout the country. Datatel has ranked this problem as a high priority issue, with a tentative deadline for the fix by April.

e. ATC (Dan Ferguson) – No report
IV. **New Business**

   a. Kim Davis asked about “U” and “J” drives space; is there an alternative for more “U” drive space for individuals? Lee will talk to Linda on this issue.

   b. Outlook memory will be expanded to 1 GB per employee by the end of the semester.

**Next Meeting** – March 11, 2010, SSC 277

Tentative Topic: Unified Communications – Lee will bring an outside industry expert to talk to ITC members on unified communications. Presentation will take approximately one hour.

**Membership**

1. Chair: Dean of ITS/CIO – Lee M. Colaw
2. Faculty Senate President or Representative – Claudie Biggers
3. Administrators Association Chair or Representative – David Ziegler
4. Classified Employees Council Chair or Representative – Gina Garrett
5. Continuing Education Representative – Kim Davis
6. Finance and Administrative Services Representative – Lynn Thornton
7. Enrollment Management Division Representative – Robert Austin
8. Assessment Development Division Representative – Delton Moore
9. VP Council Representative or Instructional Division Chair Representative – Ed Nolte
10. Faculty Member At-Large – Appointed by VP/Dean of Instruction – Dan Ferguson
11. Recording Secretary: Rose Dukes, Executive Assistant

**CHARTER**

The Information Technology Council (ITC) is charged with:

- Review technology related policies, processes, and procedures recommended by the subcommittees and or sub-teams.
- Presentation of pertinent issues and recommendations (such as new policies) to the President’s Cabinet for consideration and review.
- Review and oversee the Information Technology strategic plan.
- Oversight of Technology related committees in terms of charter, representation, and focus.
- Coordination and communication of pertinent information regarding technology based needs, goals, and activities with the representative areas of the AC community.
- Discuss and prioritize IT initiatives and ensure alignment of IT initiatives with the institutional Strategic Plan.