



**Technology Planning Committee
Minutes
Thursday, February 14, 2013
12:00 – 1:00 P.M.
Building 400, Room 402**

MEMBERSHIP

Jeff Enz – Administrative Representative
Jeff Cantwell – Administrative/Chair of B.U.G.
Gaylla Finnell - Faculty Representative
Mike Cushner – Faculty Representative
Jim Fisher - Faculty Representative

Members Absent

Todd Finnell, - Administrative Representative (Chair)
Angie Gallo - CMCA Representative
Martha Olea - Classified Representative
Dixie Krimm- Classified Representative
Andrea Montano- ASG Representative

Visitors Present

Van Decker – Music Instructor/Humanities
Michelle Olivas, IT Intern

Recording Secretary: Adriana Sano

I. VISITOR COMMENTS

a. Welcome and Sharing

- Jeff Enz welcomed Michelle Olivas; Michelle is interning in the IT Department under Omar Ramos, Online Services Architect.

b. Approval of Minutes

- The Minutes of the November 08, 2012 meeting were post-poned to the next regular meeting.

II. ACTION ITEMS

- There were no action items.

III. ITEMS

a. Student Technology Advisory Committee (STAC)

- Jeff Enz reported that the STAC meeting took place on Thursday, February 7, 2013. The group discussed some ideas shared by students that would improved

communication about new technology on campus. One idea that came up was to set-up a technology support booth in the College Center for students. The support staff would help with different technology set-ups (i.e., help desk, wireless system, blackboard, IVC Student Printing, PaperCut, etc).

- The group discussed having the booth manned by students, students helping students.

b. Update Classroom Technology (ELMO Carts)

- Jeff Enz explained to the group that all classrooms on campus will now have a lectern equipped with a computer, projector, built-in document camera and speaker system. He indicated that 32 ELMO Carts have been purchased with ATLAS funds and are located in each of the classrooms. Installation of the new lecterns will begin in March and should be completed by the end of April.
- Jim Fisher asked whether a Help-Desk icon can be installed on the desktops to give faculty directions in using the help-desk.
- Jeff Enz let the group know that IT would be placing permanent instructions for faculty on the lecterns; IT is also working on a generic desktop for faculty and students that will have the IVC logo, IVC standard software, and websites with easy access.

c. Program Review

- Jeff Enz informed the group that the Program Review deadline is today, February 14th. The next step for the Technology Planning Committee will be to evaluate and prioritize the Annual Program Review Technology Resources Requests.

d. Update Technology Support Matrix

- Jeff Enz reviewed the Technology Support Matrix with the group; the support matrix is part of the Strategic Technology Plan which is reviewed and updated on a yearly basis by the Technology Planning Committee:
 - Domain I – Support Ubiquitous Broadband and Technology Access
 - 1.1 – Virus Protection - on Target
 - 1.2 – Network Infrastructure and Bandwidth – Satisfactory
 - 1.3 – Desktop and Software Standardization Tools – While there is a standard Image for IVC, some divisions require different software -- Satisfactory Support
 - 1.4 – Integrated and Systemic Electronic Communication – On Target
 - 1.5 – Remote Computer Management – Same (Training Techs to work remotely.)
- Review of the Technology Support Matrix would be continued at the next regular scheduled meeting.

IV. ADJOURNMENT

The meeting was adjourned at 1:00 p.m.