



**Technology Planning Committee  
Minutes  
Thursday, September 13, 2012  
12:00 – 1:00 P.M.  
Administration Building Board Room**

**MEMBERSHIP**

Todd Finnell, Co-Chair - Administrative Representative  
Michael Heumann - Faculty Representative  
Gaylla Finnell - Faculty Representative  
Jim Fisher – Faculty Representative  
Jeff Cantwell - Chair of B.U.G.  
Andrea Montano - ASG Representative

**Members Absent**

Martha Olea - Classified Representative  
Angie Gallo - CMCA Representative

**Visitors Present**

Jeff Enz – Director of Enterprise System  
Andres Martinez - Instructional Media Designer  
Van Decker – Music Instructor/Humanities

Recording Secretary: Adriana Sano

**I. ITEMS**

**II. VISITOR COMMENTS**

**a. Welcome and Sharing**

- Gaylla Finnell shared with the group that she is enjoying teaching with Blackboard.
- Jim Fisher agreed and added that it would be great to have SharePoint.
- Andrea Montano shared that she also loves Blackboard and has loaded the application to her iPad.
- Andres Martinez commented that he is happy with LanSchool as a replacement for NetSupport.

**b. Approval of the March 8, 2012 and May 10, 2012 Committee Minutes**

- M/S/C Gaylla Finnell/Michael Heumann to approve the March 8, 2012 and May 10, 2012 Minutes.

### III. ACTION ITEMS

- There were no action items.

### IV. DISCUSSION ITEMS

#### a. **TPC Membership**

- Todd Finnell explained the purpose of the Technology Planning Committee, and stated that the TPC is in need of new membership to fill the now vacant slots. A request has gone out to Academic Senate and CSEA.
- He asked whether the group was okay with the change in the start time to college hour (12:00 – 1:00 p.m.) and reducing the meeting to one hour. There was no opposition from the committee.

#### b. **Establishment of the Student Technology Advisory Committee (STAC)**

- Todd Finnell informed the group he has met with the Associated Student Government (ASG) to discuss establishing a Student Technology Advisory Committee (STAC). ASG has met and approved the proposal.
- The purpose of the committee is as follows:
  - The committee is to make policy recommendations on student technology matters to Administration;
  - Provide student input on potential planned and current technology projects;
  - Provide input to the Strategic Technology Plan as part of the annual planning process; and
  - Alert IVC Administration to strategic student support issues and emerging technology needs.
- ASG to nominate 6-10 students to serve on STAC.
- STAC will meet the 1<sup>st</sup> Thursday of each month, which is one week prior to the Technology Planning Committee.
- There will be members from IT present in all meetings, and will keep TPC membership advised of issues.

#### c. **Software Purchasing Discounts for Staff and Students**

- Todd Finnell announced the Chancellor's office has negotiated with Microsoft for students to purchase the Microsoft Office Professional Plus for \$39.99 through [Collegebuys.org](http://Collegebuys.org). The software is available in electronic download only.
- He indicated the Microsoft Home Use Program is available for faculty and staff. Faculty and staff can purchase a full version of Microsoft Office 2010 Professional for \$9.95 at <http://hup.microsoft.com/>. Only requirement is that you have an IVC email address.
- Informed the group that Live@edu will be changed to Office 365 by summer 2013 term.

#### **d. 2012 Activities Update**

- Todd Finnell passed out the Strategic Technology Plan - 2012 Activities and explained to the group what has been completed and what is still pending. He explained that IT would be very selective in taking on new activities this year, and will be circling back on current projects and making sure that they have been fully implemented. Focus this year will be on implementing user-centered support structures.

##### **1. Blackboard**

- Todd Finnell went over the activity on Blackboard from August 20, 2012 through September 13, 2012:
  - Number of Active Courses 1010
  - Number of Active Users 5760
  - Number of Instructor/Leader Users 355
  - Average Page Views Per Day 67305
  - Number of Users 10136
  - Page Views on Most Active Date 100763
  - Sunday is the highest usage day.

##### **2. Computer/Projector Refresh**

- Todd Finnell informed the group the computer/projector refresh program is underway. Staff and faculty computers are scheduled to be replaced in the following buildings: 10, 100, 200, 300, 400, 800, 1000, 2400, 2600, and 2700.
- Dual Monitors, Windows 7 and Office 2010 will be installed with all new computers.
- Used computers will be surplus or repurposed and reassigned to other areas that are in need of a replacement but not on the refresh list for this year.
- The following 11 classrooms are scheduled to have new projectors installed: 203, 208, 212, 304A, 304B, 313A, 313B, 315, 806, 810, and 2131.

##### **3. Wireless Network**

- Todd Finnell showed the group a map of the coverage area, which showed the entire campus with wireless connectivity; the only area that does not have wireless is the construction area where the new Career Technical Building will be constructed.

##### **4. Classroom Lecterns in 2700/400 Buildings**

- Todd Finnell explained to the group that the classroom lecterns are all deployed; however, not 100% convinced that VDI is stable. Microsoft will be sending two engineers on site to do a proof of concept.

- Todd Finnell announced a new support page that IT has created for online support for students, staff and faculty. <http://support.imperial.edu>.

**V. ADJOURNMENT**

The meeting adjourned at 1:03 p.m.