



**Technology Planning Committee
Minutes
Thursday, May 9, 2013
12:00 – 1:00 P.M.
Building 400, Room 402**

MEMBERSHIP

Jeff Enz - Administrative Representative
Jeff Cantwell – Administrator/Chair of B.U.G
Gaylla Finnell - Faculty Representative
Martha Olea - Classified Representative

Members Absent

Todd Finnell - Administrative Representative (Chair)
Mike Cushner - Faculty Representative
Jim Fisher – Faculty Representative
Angie Gallo - CMCA Representative
Dixie Krimm - Classified Representative
Vacant – Classified Representative
Andrea Montano - ASG Representative

Visitors Present

Omar Ramos – Online Services Architect

Recording Secretary: Adriana Sano

I. VISITOR COMMENTS

- a. Welcome and Sharing

II. Approval of Minutes

- a. Approval of Minutes of the April 11, 2013 Meeting
 - The Minutes of the April 11, 2013 Meeting were post-poned to the next regular meeting.

III. ACTION ITEMS

- a. None.

IV. DISCUSSION ITEMS

a. Update Technology Support Matrix (Continued)

- Jeff Enz informed the group that he would go through and complete the remaining items on the Technology Support Matrix. The Matrix would be sent out to the committee for their review and comments.

b. Syllabi Repository

- Omar Ramos gave a demonstration of the centralized Syllabi Repository which is still a work in progress.
- Faculty can login using their same username and password.
- The Repository allows faculty to upload their course syllabi for students to access. Students will be able to view each course syllabi.
- A link will be available on the IVC website.
- Jeff Cantwell suggested that the syllabi be linked to their WebSTAR account.

c. Student Email Update (Migration to Office 365)

- Omar Ramos gave an update on migration to Office 365. The cut-off date is July 7, 2013. Communication to students will go out regarding the planning stage and full implementation.
- One benefit to moving to the new platform is the Active Directory will be linked with Office 365 email accounts making password syncing seamless.

d. Other

- Gaylla Finnell announced Mike Cushner would be leaving IVC and would like to request that Van Decker be assigned as a Faculty Representative since he has been attending the Technology Planning Committee meetings this fiscal year.

V. ADJOURNMENT

The meeting adjourned at 1:00 p.m.