Information Technology Advisory Council
Meeting Minutes – October 26, 2007


1) The minutes of 6/22/07 were approved as presented.

2) Updates
   a) Information Technology web page http://infotech.kvcc.edu/it/ - T. Hutchins
      The new web page was introduced in October. It is designed to provide information about what we have to offer KVCC staff, faculty, and students.
   b) Expressions Voicemail - T. Hutchins
      The new system was introduced in August. Voice mail will be accessible under VIP in the near future.
   c) Learning Technologies - G. Fredericks
      1. Tegrity
         Currently piloting Tegrity, a web-based capture system, meant as a retention tool for students.
      2. LMS
         Currently in a pre-review of learning management systems.
      3. Technology grants
         Four grants were awarded:
         Harland Fish will be creating a virtual campus in Second Life where students and faculty can interact synchronously in a 3D environment.
         Cynthia Schauer purchased 20 digital pens to distribute to students in HCR118 to use with the Tegrity web-based lecture capture system. Students will be able to take notes using the digital pen, dock the pen with the Tegrity system, and fully integrate their notes with Cynthia's lecture captured by Tegrity.
         Mary Martin plans to create and deliver online class tutorials for her web-based and open-lab courses.
         Janice Fulford will develop CHEM100 as an on-line course.
   d) Network security - T. Welsh
      ➢ A new VPN server was installed.
      ➢ An intrusion detection system was installed in July.
      ➢ An external audit was conducted at the M-TEC. The outcome was a good review on physical and network security.
      ➢ The financial audit required by the state went well.
      ➢ A RFP for an IT audit is being put together.
   e) Classroom software issues - B. Graening
      ➢ Lab usage is consistent with most issues centered around Office 2007.
      ➢ Several visually impaired students have contacted the lab and we have obtained the equipment/software to assist them.
   f) M-TEC - L. Beresford
A hook-up was installed between two rooms to accommodate larger groups.
Training and facility use are up.
A meeting was held with MCCA to share curriculum between the M-TECs. Distance learning may bring savings to the college.

**g) Museum - P. Norris**
- Saturday, October 27, the museum is hosting Safe Halloween.
- MI Festival of Sacred Music will be at the museum November 8-11.
- World Works has been upgraded to function as a classroom.
- The auditorium is being used to house classes such as the History of Rock and Roll.
- The museum is now wireless.

**h) Libraries - A. Lindsay**
- Created a web page for instructors includes forms for book and audiovisual material requests.
- Added a new database of primarily classical audio recordings.
- Added CAMIO, a new database of art images from museums around the world, to the library website.
- Duplex printing is being encouraged by library staff
- Added a new self-checkout.
- Director search is on hold.

**i) Google E-mail - T. Hutchins**
Students have the opportunity to switch from their KVCC VIP email to Google email. Near the end of the semester we will survey those students using Google email to get their thoughts and ideas. If this test with volunteering students goes well, we will plan on converting all of the student email accounts to Google during the winter semester.

3) **Technology Plan input – T. Hutchins**
There is a need for adjustments/changes to the Technology Plan. Changes should be submitted to T. Hutchins.

4) **Other**
- Commendations from M. McCall for the smooth start-up for registration.
- L. Cool requested that the day and time be included on the class roster.
  T. Hutchins suggested she e-mail C. Heeter with the request.

The meeting was adjourned at 9:20 a.m.