Information Technology Advisory Council
Meeting Minutes – December 5, 2008


1. The minutes of February 8, 2008, were approved with corrections.
2. Update of Acceptable Use Policy – after discussion/corrections, a motion was made to accept the policy.
3. Fiscal 2009 Computers – MPC (Gateway) filed Chapter 11; consequently, all P.O.’s for computers were canceled. An RFP was sent and Dell was selected as the provider.
4. Update of Technology Plan – reminder that updates need to be submitted to T. Hutchins.
5. Updates:
   a. Moodle – G. Fredericks
      Transition to Moodle is going well. There was a Moodle Q & A and there will be a FAQ posted on the Learning Technologies website. Instructors are encouraged to subscribe to the Help Forum in Moodle – they will receive all communication regarding Moodle questions and issues. A faculty committee has been created to address prioritizing requests for Moodle enhancements.
   b. Panopto – G. Fredericks
      Gail explained Panopto is a lecture capture system which replaces Tegrity. Still in the pilot phase, by Fall 2009 hopefully can open up to any instructor that wants to use it.
   c. Phone systems – M-TEC & Arcadia – T. Hutchins
      Small phone systems at these locations were replaced with remote shelves to the Siemens HighPath 4000 located at the Texas Township Campus.
   d. Banner 8.x – T. Hutchins
      Version 7 is currently running. The update to 8.x is on hold as other colleges using it have experienced problems.
   e. Business Intelligence software – T. Hutchins
      We have been approved for the project and will be issuing an RFP with implementation next February.
   f. Printing Services – T. Coburn
      Two new printers with the ability to store large projects were installed in August.
   g. Classroom Media Carts – T. Coburn
      8 new carts were installed at TTC, 2 new carts at AWH, and 9 upgraded at CNM. At the end of winter semester we will be upgrading 12 rooms with media carts at TTC.
   h. Redundant Data Circuits – M-TEC & Arcadia – T. Hutchins
      We now have redundant data circuits between TTC and ACC and are working to establish a redundant between TTC and M-TEC.
   i. M-TEC – T. Hutchins
      A hospitality program was introduced. The wind turbine installation will occur in December.
   j. Museum – P. Norris
      Installing new Digistar 4 Planetarium which will be running Summer 2009.
k. Library - A. Lindsay
   Ann explained the new software added to the library. A new position has been posted for a systems assistant. Talks have taken place with the English department regarding how to schedule the library classroom. It was suggested that workshops be run for Web Guides.

l. Other
   i. Fee-based printing is being investigated and intend to implement winter 2010.
   ii. There is a 6 percent increase in lab usage from last fall to this fall.
   iii. There was an on-line survey sent to all students taking on-line and hybrid courses.
   iv. There were five Learning Technology Innovation Grants awarded Fall 2008: Harland Fish Second Life project; six instructors were approved to take an online teaching certification course; Jacob Arndt – development of an online communications course; Angela Robart – development of an online accounting course; Lisa Winch/Tim Kane – purchase of an online homework tool for students.

6. Adjournment
   The meeting was adjourned at 11:55 a.m.