

IT COMMITTEE

Minutes

Helena College – 12/5/2014

Council members in attendance:

- ~~Brenda Johnson~~ *excused*
- Bryon Steinwand
- Jeff Block
- Jessie Pate
- ~~Josh Bennett~~ *excused*
- Rick Odermann
- Shelly Kaiser
- ~~Val Osborne~~ *excused*

Recorder: Summer Marston, Assistant to the Dean/CEO

Edit in 9/4 minutes.

Jeff asked for volunteers to help set up a couple Qualtrics surveys. Jeff will send the questions to all of IT committee. Three surveys to set up – adjuncts, FT faculty, students. Shelly doing adjuncts, Bryon will do faculty, Rick will do students. Plan to have done for February meeting. Jennifer working on in-class faculty surveys. Jeff will send them to Mike Brown to ensure consistency and to check and make sure the questions will gather the right information. Jeff will make Jessie an account in Qualtrics.

Most of the IT trainings ready, not implemented. Will try getting ready for spring. Not going to Windows 8.1 in the labs. Jeff has trial of Windows 10 and it looks better than 8. Menus better. Will likely be done next fall.

Some of the short courses are on the webpage. Needs to be ready before spring semester starts. Try to have done by December 31. Jeff will send an email out UMH Everyone stating that the trainings will be available January 1.

Widi set up in a couple labs, need to get faculty set up for training. Adapters that can be checked out through IT. Jeff will order some more. Bryon stated the projectors seem to work well. Need to watch the resolution. Jeff will look into ordering more and what other options are out there.

Jeff will talk to Denise and Kim regarding training Moodle, Jessie will be involved as well. There will be an upgrade coming out December 29. There will be a webinar December 8, Rick will keep Jessie and Bryon updated. They will either watch it or can access it after. Rick will add Jessie to get Moodle updates.

Jeff plans to look back into SharePoint training to get people off the current drives. Jeff will send an email to remind people to move Y drive files. Has instructions. IT working with people as they come in for help so they can. Quota for storage is 10GB. Still a lot of people who haven't migrated over. Any shared files will be moved department by department. SharePoint updated to new hardware this fall. Good for collaborative documents, forms, etc. That server needs to be cleaned up by July because it is 2003. Can't go beyond 2008 until UM changes. IT has been creating a bunch of servers getting ready to migrate things.

Testing center is open, has computers and cameras. Still need some staff training, remember to turn on/off recording. Maintenance will replace the light switch so it doesn't go out when students are in there.

Next meeting will be January 8. Had some trouble with meetings the last few because people were out.

Deliverables:

- Jeff will send the survey questions to all of IT committee.
 - Shelly adjuncts
 - Bryon faculty
 - Rick students
- Jeff will make Jessie an account in Qualtrics.
- Jeff will send an email out UMH Everyone stating that the trainings will be available January 1.
- Jeff will order more adapters for new projectors.
- Jeff will look into ordering more projectors vs. other options.
- Jeff will talk to Denise and Kim regarding training Moodle, include Jessie.
- Rick will keep Jessie and Bryon updated on Moodle upgrade and webinar.
- Rick will add Jessie to get Moodle updates.
- Jeff will send an email to remind people to move Y drive files to work folders.