

IT COMMITTEE

Minutes

Don 1020 (fishbowl) – 12/3/2015

Council members in attendance:

- Block, Jeff** *Chair*
- Bennett, Josh**
- Coon, Emmett**
- Curtin, Valerie**
- Kaiser, Shelly**
- Miller, Candy**
- Odermann, Rick**
- Pate, Jessie**
- Steinwand, Bryon**
- Wendt, Holly** *student rep*

Recorder: Summer Marston, Assistant to the Dean/CEO

- Discussed review of policies and mission/vision. Summer will research for policy, mission/vision, etc. to send to out to committee members. Summer will make sure committee minutes are posted on the website.
- Plan to implement some changes in orientation regarding tech support. Requesting that instructors include tech support information in syllabi, including for specific software being used in their classes. Summer will discuss wording with Chad. Rick will compile general FAQs and FAQs specifically for the bookstore. Summer will format FAQs for printing and distribution in the bookstore, at orientation, etc. FAQs for student orientation USBs need to be updated and sent to Barb for fall. Orientation leaders and student ambassadors will take over the tech support sections of orientation to guide students to more appropriate support services. No IT personnel in attendance. Rick will compile info IT has presented in the past. Val will work with student ambassadors and orientation leaders.
- Jeff is updating the Banner support job description to get posted soon.
- Summer will contact Emmett and Bryon regarding progress on the Computer Club.
- IT Committee will review Section 700 Policies. Substantial edits will have to go through the approval process.
- IT Department will begin domain name setup during the Christmas Break. Major network updates first, then set up hardware. When everything is in place, will do the request. Will have 6 months upon approval. Must go to NWCCU and DOE. During those 6 months, will roll over, but after everything will go away.
- Student Server was updated on Thanksgiving, only took 1-1/2 hours. Went smooth, no student emails regarding issues.
- Jeff will get the other survey out to IT members. Discuss at the next meeting.
- Jeff waiting on HP tablet, Dell not a viable option. Jeff will purchase a couple tablets for people to try. Faculty computers have to be voted on by Student Senate because of how they are funded.

- Staff/faculty can start upgrading to Windows 10. Office 16 is fully available now. More online stuff for collaboration. Jeff will check with Missoula regarding online cloud-based Office. Departments should switch to Office 16 as a whole.
- Concerns about personal identifying information (PII) being sent via email. Jeff is researching encrypted email systems, other options, etc.
- IT Department will contract out for network upgrades. Jeff in contact with a firm, getting the quote together for an initial project, then subsequent projects until the position is filled. Danny also on retainer for doing small projects.

Deliverables:

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- *Summer will make sure committee minutes are posted on the website.*
- *Summer will discuss syllabi wording with Chad.*
- *Rick will compile general FAQs and FAQs specifically for the bookstore.*
- *Summer will format FAQs for printing and distribution in the bookstore, at orientation, etc.*
- *FAQs for student orientation USBs need to be updated and sent to Barb for fall.*
- *Rick will compile info IT has presented in the past.*
- *Val will work with student ambassadors and orientation leaders for orientation.*
- *Summer will contact Emmett and Bryon regarding progress on the Computer Club.*
- *Jeff will get the other survey out to IT members. Discuss at the next meeting.*
- *Jeff will purchase a couple tablets for people to try.*
- *Jeff will check with Missoula regarding online cloud-based Office.*