IT COMMITTEE
Minutes
Donaldson 102O – 1/21/2016

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

OLD BUSINESS

- *Summer will research for policy, mission/vision, etc. to send to out to committee members.*
  Discussed the mission and goals for IT Department and IT Committee to make sure they aligned. Need to change UM Helena COT to Helena College. Committee will send suggested mission/goals edits to Summer, she will make changes to vote on at the next meeting.

- *Summer will make sure committee minutes are posted on the website.*
  September minutes require an edit to spell Caroline's name correctly. Bryon motion to approve all minutes (with the edit in September), Jessie seconded. Minutes approved. Summer will have them posted.

- *Summer will discuss syllabi wording with Chad.*
  Summer will follow up with Chad on syllabi wording to make sure students know where to go for the type of help they need, likely for fall semester.

- *Rick will compile general FAQs and FAQs specifically for the bookstore.*
  Ongoing.

- *Summer will format FAQs for printing and distribution in the bookstore, at orientation, etc.*
  Waiting for FAQs.

- *FAQs for student orientation USBs need to be updated and sent to Barb for fall.*
  Waiting for FAQs.

- *Rick will compile info IT has presented in the past.*
  Ongoing.

- *Val will work with student ambassadors and orientation leaders for orientation.*
  Ongoing.

- *Summer will contact Emmett and Bryon regarding progress on the Computer Club.*

Students applied for and received recognition from Student Senate (adopted a constitution, elected officers etc.). Now an official club and meeting. Holly is the president. Looking at conferences/competitions. Looking into computer repair night, would need a place to allow computers to do updates, etc. At least would need a locking cabinet. IT has computers and equipment that could be fixed up for donations to non-profit. <u>Jeff will talk to Daniel/Russ about Mike's old office.</u>

- *Jeff will get the other survey out to IT members. Discuss at the next meeting.*
  <u>Jeff will forward the surveys on to Mike to help decide best layout.</u>

- *Jeff will purchase a couple tablets for people to try.*
  Ongoing.

- *Jeff will check with Missoula regarding online cloud-based Office.*
  <u>Deferred to next meeting.</u>

Deliverables:
- Committee will send suggested mission/goals edits to Summer, she will make changes to vote on at the next meeting.
- Minutes approved. Summer will have them posted.
- Summer will follow up with Chad on syllabi wording to make sure students know where to go for the type of help they need, likely for fall semester.
- 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.
- Jeff will talk to Daniel/Russ about using Mike's old office for the Computer Club.
- Jeff will forward the surveys on to Mike to help decide best layout.
- Jeff will purchase a couple tablets for people to try.
- Jeff will check with Missoula regarding online cloud-based Office.