IT COMMITTEE
Minutes
Fishbowl – 4/12/2016

Council members in attendance:

☐ ~~**Block, Jeff** *Chair*~~
☒ **Bennett**, **Josh**
☒ **Coon, Emmett**
☒ **Curtin, Valerie**
☒ **Miller, Candy**
☒ **Odermann, Rick**
☒ **Pate, Jessie**
☒ **Steinwand, Bryon**
☒ **Wendt, Holly** *student rep*

Recorder: Summer Marston, Assistant to the Dean/CEO

APPROVAL OF MINUTES FROM 2/4/2016

Val moved to approve the minutes from 2/4/2016, Jessie seconded. All approved. Summer will post on the web.

COMMITTEE MISSION/GOALS

IT Committee reviewed Mission and Goals, checked off some things that have been completed and updating others. Summer will look into how other committees present their goals to align with the strategic plan and core themes. Don't have to include all of CT or SP, but should indicate which IT Committee is focusing on. Discussion included:

- Adding more access points at airport campus, still working on possible fiber optic. In progress.
- Transitioning basic computer support segment of orientation to Student Ambassadors.
- Computer Club unable to provide students with IT support due to liability and space.
- Discussed the possibility of contracting with a local IT support company for a discounted rate to help students. Could potentially lead to internship / work study. Bryon will look into local IT support companies.
- Web site meeting Thursday. Bryon will attend.
- Single sign-on complete, can come off committee goals.
- IT policy language changing to "Review and update every three years" rather than "Finish" IT policies.
- Print management system upgrade updated.
- SGA office will be getting a window and will have office hours. Can be a good place to disseminate information for students regarding IT support.

Once IT committee Mission/Goals are done, the committee will make recommendations to Jeff for IT Department.

STUDENT IT SUPPORT

- **Syllabi**
  Robyn and Chad are working on syllabi template so students know where to go for the type of help they need. Ongoing, bring back to next meeting.
- **FAQs**

Rick will compile general FAQs and FAQs specifically for the bookstore. Summer will format for Printing and Distribution in the bookstore, at orientation, etc. Email goes out to all departments for USBs (Barb). Ongoing, bring back to next meeting.

- **Student Ambassadors at Orientation**
  Had discussed having student ambassadors and orientation leaders for orientation. Both Student Ambassadors are from airport campus and are both graduating. Val will look into when the new ones will be selected and in place, and will bring that info back to the next meeting.
- **Computer Club / Mike's old office**
  Request was denied. Concerns over liability.

SURVEYS

Jeff was going to forward the surveys on to Mike to help decide best layout. Ongoing, bring back to next meeting.

FACULTY COMPUTERS

IT Department is working on getting tablet computers for faculty.

ONLINE CLOUD-BASED OFFICE

Ongoing. Domain should be at the same time. Still some issues with student use / access / share issues, etc. Basically set up like a SharePoint at this point. Emmett suggested checking with Cindy Phillips for assistance. Students are being directed to use it at orientation. Server share is going away.

MOODLE

Looking into Moodle training for Jessie to help provide support for students. Changes usually occur around Christmas. Ongoing.

UPDATING OFFICE

Likely moving to Office 2016 in labs this fall, may also just go to Windows 10. Need to make sure in line with office classes. Rick is working with Robyn.

SERVERS

Switch mostly complete. Still a few little things to be done, but mostly complete.

Jessie move to adjourn, Rick second. All in favor, meeting adjourned.