HELENA COLLEGE
University of Montana

IT COMMITTEE
Minutes
Don 102O – 5/19/2016

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 4/12/2016
Josh moved to approved the minutes. Candy seconded. Minutes approved.

Preferred vendor for student IT services
Bryon discussed with Dean Bingham who suggested doing an RFP. Some concern over sending students out for things that only take a few minutes. IT committee discussed creating a list of things that HC IT will not do and what information they might need when going to a vendor. Hand out at orientation, with laptops purchased in the bookstore, etc. IT hopes to have a work study in the fall to help with small, fast issues. Bryon will work with Russ to put out a IT Support Vendor RFP and will create a list of vendors. Jeff will create a list of "IT will/won't do" items. Summer will then compile vendor list and will/won't list into a handout that can be reviewed by Leadership to ultimately be given to students.

CT Students bringing their own laptops, possibility of cutting out one lab
Aviation and Nursing are required to have laptops for their programs, discussed if it should be a requirement for CT, most do by second semester, although not as many in the first semester. Some difficulties with:

- Accessing items on the classes drive if they are using their own computer – Moving to the Cloud rather than Outlook, better collaboration and everyone would be in the same mail system. Time to change would be with domain name change, etc. More capability with the OneDrive, could use COWs more.
- Software accessibility – Discussed Adobe products, pricing going up.
- Printing issues with student laptops – Can set up the labs so students can web print, uses its own drivers, right into their login.

Would be at least a year before student laptops could be required.

Old Business
- ***Committee Mission/Goals***
  Ongoing. Bring back to next meeting.

- ***Syllabi verbiage for student support***
  Bryon will work on a draft to get it started.

- ***FAQs for Bookstore, Orientation, etc.***
  IT (now fully staffed) will work on FAQs. Discussed students contributing with typical questions.

- ***Student Ambassadors at Orientation, when will they be in place***
  Ambassadors from last year are coming back. Refine, find ways to do better.

- ***Surveys to Mike to help determine layout***
  Ongoing. <u>Bring back to the next meeting</u>.

- ***Faculty Computers***
  Student senate approved, <u>will go to BOR in July</u>. Hoping to have ordered for Fall. Surface Pro 4 – will work for most, some will require more RAM/bigger screen.

- ***Online Cloud-Based Office and checking with Cindy Phillips for assistance***
  <u>Bryon will check with Cindy and see how she is using that currently</u>.

- ***Moodle training for Jessie***
  Jessie attends MoodleMoot (usually addresses upgrades) at Carroll. <u>Rick will check with UM for additional training</u>.

- ***Updating Office 2016 this fall, also Windows 10 maybe***
  Robyn is thinking Christmas may be a better transition. Doesn't matter as much to CT. Rick is running Windows 10, Banner doesn't seem to be causing issues, will look into EdConnect, do a test on one system. Rick will put together instructions to people repair Banner (need to completely remove Java, open up Banner and let it automatically download the correct version). Must ensure will work with student textbooks, etc. <u>IT will work with Robyn, bring back to next meeting</u>.

Deliverables:
- Bryon will work with Russ to put out a IT Support Vendor RFP and will create a list of vendors.
- Jeff will create a list of "IT will/won't do" items.
- Summer will then compile vendor list and will/won't list into a handout that can be reviewed by Leadership to ultimately be given to students.
- Committee Mission/Goals
- Bryon will work on draft syllabi verbiage
- IT (now fully staffed) will work on FAQs.
- Surveys to Mike to help determine layout
- Faculty Computers will go to BOR in July
- Bryon will check with Cindy Phillips to see how she is using Cloud-Based Office currently.
- Rick will check with UM for additional Moodle training for Jessie.
- IT will work with Robyn on Office 2016 / Windows 10, bring back to next meeting.