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 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. Jeff will talk to Daniel/Russ about Mike’s old office.

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

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

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

**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.