Information Systems and Instructional Technology Committee

MINUTES (Unapproved)

Date: 05/03/10

Time: 2:30 p.m. to 4:00 p.m.

Attendees: **Co-Chairs**: N. Strobel, B. Suderman **Reps:** J. Ahl, T. Bohan, L. Carter, A. Chiang, C. Collier, G. Dumler, A. Geiser, D. Jorgensen, D. Kimball, K. Rabe, M. Richie, K. Russell, J. Stratton, P. Whitney **Ex Officio Member**: D. Barnett, J. McGee
Recorder: C. Sifuentes **Absent**: J. Carpenter, G. Cluff, D. Denison, H. Eydgahi, J. Hart, T. Lovelace, L. Reiman, L. Schiers, S. Shaheen, C. Smith

1. **Review and approval of minutes:** The meeting opened at 2:34 p.m. The minutes for April were approved.

2. **Additions to agenda:** No additions were made to the agenda.

3. **Campus updates:** Jim distributed a proposal for an Information Services policy regarding the movement of computer technology when an employee is transferred from one position to another position and the former position remains vacant. The policy states that computers will not move with employees when they are transferred or accept positions in other departments. Computers are to remain with the department that purchased them. If the position that the computer was assigned to remains vacant, the computer will return to Information Services for allocation. Please see document titled "Guideline ISIT Personnel Moves" located in the ISIT public folder for more details. The committee approved the policy with some minor changes to the last paragraph. The last paragraph now reads: *When a position is vacated for a reasonable period of time based on circumstances and dialogue with the department, the computer may be returned to Information Services for reallocation. This allows the asset to be utilized elsewhere. When the position is once again filled, the ISIT subcommittee for computer allocations will then assign another computer to that function of equal or greater computing power.*

   The current webserver for the www2 websites will be upgraded to Windows Server 2008 this summer. It's currently running Windows Server 2000. When

this transpires the committee agreed that websites that had not been updated in over a year would be deactivated. A back-up will be made of all deactivated websites.

Nick Strobel has completed his two-year term as ISIT faculty co-chair. The new ISIT faculty co-chair for 2010-2012 will be Bill Moseley.

4. **District updates:** District IT managers are looking at doing their own "computer warranties" in order to save money. Currently our campus purchases a 3-year extended warranty for each computer purchased. The campus would save bit of money if they no longer purchased the warranties. The money saved would be intended for computers that need repair. District IT managers are checking to see if this will be worthwhile, where they can put this money and if they can protect the money saved (not have it go to the general fund) in order to use it for future computer repairs.

5. **Luminis:** The district and campus is still moving forward with Luminis. David Barnett and others are now beginning to expand the content of Luminis. David requested that everyone still continue to explore Luminis and contact him if they have any questions or comments.

   Bonnie did not have an answer from Sean James regarding how much money has been spent on Luminis thus far.

6. **ISIT Unit Plan form:** Kristin Rabe was approached by a department regarding their request on the ISIT Unit Plan form. They were concerned that their items were not going to be purchased. Note that this department does not have representation on ISIT and therefore was not present for the discussions on the prioritization of technology requests from the ISIT Unit Plan forms.

   The prioritized lists of equipment from the ISIT Unit Plan forms were discussed at the last few ISIT meetings. They were also discussed in Nick Strobel's ISIT Reports to the Academic Senate which contained the prioritized lists. All departments on campus should have representation on both of these committees to communicate information back to their departments. Committee members felt that the department should've had representation on the committee and the Academic Senate that would've communicated this information back to them.

   Members felt that perhaps areas could be reminded at the beginning of the semester at various meetings such as Faculty Chairs Directors Council that it is important to have representation on committees and to communicate information received at these meetings back to their constituents (departments, areas, and coworkers).

   Brief discussion was held about adding a statement to the ISIT Unit Plan form stating that areas and departments should have representation at the ISIT

Committee meeting where prioritization of these requests will be discussed. It was also suggested that a statement be added that says if a department does not agree with the ISIT approved prioritized technology requests list their department chair should arrange to meet with the ISIT co-chairs and the administrative dean for the department.

Concern was expressed as to why we look at computer and media technology separately from the rest of the unit plans. One reason cited for the concern was that an area may get approved for computers; yet not purchase the furniture to put them on. It was asked why deans/administrators are not prioritizing requests. Lack of knowledge of life expectancy of existing equipment was given as one reason.

7. **Good of the order:**

The meeting adjourned at 3:14 p.m.