Information Systems and Instructional Technology Committee – Minutes

December 2 2013 from 2:40 to 4:10 PM in Collins Center Conference Room

Attendees: Matthew Garrett, Kirk Russell, Gabi Martin, Isabel Stierle, Ron Schott, Leah Carter, Christy Haycock, Heidi Forsythe, Tracy Lovelace, Brent Damron, Nick Strobel, Todd Coston, Kristin Rabe, Judy Lahl, Lily Martinez

1. **Approval of Minutes**: 2 changes made to minutes from November, Isabel will resend minutes. **Minutes approved with changes.**
2. **Additions to Agenda**: none
3. **Campus and District Updates:**
   a. **TIPD update** – Bill Moseley not present (he send e-mail with update)
   b. **Technology Support Services Equipment Purchasing Policy and Procedure** – Coston and Rabe explain the changes made in section "if process is not followed" #3 are now less vague. Todd also stated important to follow this policy even if grant money financed the equipment is purchased with grant money. **Change approved by all.**
   c. **Wireless update – Coston -** Business building all wireless access is up and running (exception offices), SE buildings wireless coverage is complete, exception courtyard – should have some sporadic access.
4. **MS Office 2013 roll-out in summer 2014 –** Feedback from several departments mostly positive, but some questions/concerns:
   a. Compatibility with MS office 2010. Suggestion made by Coston if document is created on MS office 2013 save it as document compatible with 2010.
   b. Are there great changes with MS 2013 – does faculty/ staff need to have training? – Coston will look at MS Office 2013 and see if the changes warrant a "cheat sheet" for help.
   c. Why is this needed in the first place? Costly? – Coston – under agreement with Microsoft all updates to this program are included in the cost for BC.
   d. Question – Should we go to Google Docs? Coston – being looked at by IT, currently not widespread support.
   e. Installation will likely start in business classes and might be done in stages per Coston.
5. **Classroom telephone VOIP** – Coston – Some concerns:
   a. **Computer malfunction** – will phones not work then? Coston – this happens very infrequently now, but tech support will continue to be very important!
   b. **Can location of phone to classroom etc be tracked?** Likely yes – Coston will follow up
   c. **Location** – Most departments came back with near instructor station as best location, some wanted near door. Biology lab – should be near "prep station"? Isabel Stierle will send additional information to Todd Coston.
   d. Likely near instructor station, likely in the same location in each classroom, so even if unfamiliar with classroom all faculty members should be able to locate phone.

6. **Technology requests form Program APRs –** Placed in order of priority, reviewed for several minutes by all present**.**
    a. This info will be shared with budget committee and college council
    b. List is of unfunded requests – some originally on list have been pulled out because they are being paid for through grants.
    c. Explanation why item #1 is #1: this need needs to be met in order to meet a state requirement.
    d. Question regarding rubric for point value – may need to be re-visited by ISIT
    e. Big difference on some requests between estimated cost and tech costs – Requesters need improved communication with IT before submitting the requests, also important to make sure justifications are well written.
    f. Schedule for computer replacement – attempting a five year schedule, a 3 year replacement schedule would be ideal! Replacement in classrooms and labs – then offices. IT aware that some computers are over 7 years old.
    g. **Motion to approve this priority list – approved by all**

Next Meeting: February 3, 2014 at 2:40 PM

Meeting adjourned at 4:05 PM

Respectfully submitted

Gabi Martin, Nursing