

Technology Council Meeting Minutes January 24, 2011

Attendance:

Name	Unit Represented	Department	Date: 01/24/2011
Voting Members			
Carol Briggs-Erickson	Librarian	Library	P
Becky Evans	Faculty(teaching online)	English	P
Maria Andersen (Co Chair)	Faculty	Math	P
Rick Hudson for Jeff Stipes	Faculty	Technology	P
Debra Howell	Faculty	Biology	A
Tammisha Morris	Clerical	Clerical	P
Clark Bingham	Custodial	Maintenance	P
Rosemary Zink	Administrative	Administrative Services	P
Greg Marczak	Administrative	Academic Affairs	A
Bruce Wierda	Student SVCS	Financial Aid	P
Jean Roberts	Student SVCS	Registration	P
Josh Boyd	Student	Student	A
Theresa Adkison	Student	Student	A
Mike Alstrom (Chair)	CIO	Information Technology	P
Non-Voting Members			
Julie Weller	Web Master	Community Relations	P
Mindy Stevens	User Services Manager	Information Technology	P
Jason Miller	Technical Director	Information Technology	P
Maryly Skallos	Instructional Design	Information Technology	P
John Mihelich	Lab Manager/Recorder	Information Technology	P
Lori Potts	Systems Analyst	Information Technology	P
Steven Wilson	Network Administrator	Information Technology	P
Rick Albertie	Systems Analyst	Information Technology	A
Tom Race	Technical Specialist	Information Technology	A

**Minutes
Technology Council Meeting
Monday, January 24, 2011**

The meeting was called to order at 1:35 p.m.

I. Welcome

II. Agenda Approval

The agenda was approved, with a note that Elluminate was misspelled.

III. Minutes Approval

November minutes were approved. The group did not meet in December.

IV. Old Business

a. Instructional Technologies Sub-Committee (Mike Alstrom)

1. Blackboard 9.1 Update – Maryly: have performed a great deal of testing in BB9 and found that BB8 shells transfer. She anticipates training in March and hopes to have screen shots available next week. Maria: Can announcements be posted to multiple classes? Jean: can instructors post information to instructors about when grades are due? Maryly agreed to look into both.

2. Physical Classroom update & Steelcase report – Maria: Surveys taken Winter 2010; largest complaint was speed of computers; other complaints about lighting above projection screen; physical location of cart and cords; desk design. Request more instructor involvement in planning of classroom changes; suggest “classroom committee” to discuss room design. Jason: screen placement covers whiteboard in some rooms. Mike: presentation of Steelcase tour – HuddleBoard small whiteboards that can be clipped around the room; CopyCam saves all whiteboard information to a USB flash drive or posted to the web; placement of tables in room allows easier view of classmates and instructor along with 3 projectors around room; Node wheeled chair with arm-attached desk that easily moves around room; MediaScapes with Pucks allowing laptop connection to display, webcam for distance collaboration.

b. Status of college distribution lists (Jason Miller)

Only a couple of lists remain for conversion.

c. Distributing instructional support software to adjunct faculty (Mike Alstrom)

Request was taken to Dept. Chairs; identified that Camtasia & Staglt were

highest used, purchased in bulk for opportunity to distribute to faculty; Mike recommended we close this item and handle on case-by-case basis. No discussion.

d. Information Security Policy / Red Flags Sub-Committee (Mike Alstrom)

No updates. Jason suggested Red Flags be removed from this item's name. Rosemary asked whether we have procedures in place; Jason affirmed. No further discussion.

e. 1-to-1 Subcommittee (Richard Alexander)

Maria: committee met two weeks ago; discussed laptops rather than tablets/e-readers so students could do everything they need to do; discussed two tiers of laptops to accommodate student academic need; concern about drain on campus wireless network; Bruce was added to this committee.

f. Blackboard course retention requests (Richard Alexander)

Mike: last meeting determined that any policies we have for gradebooks needs to be reflected in digital storage; recalled a 3-year Board retention policy; noted that grades should be kept and submitted in a consistent manner to prevent data loss should an instructor exit prematurely.

g. Maintenance Window (Jason Miller)

Jason: Blackboard maint. tasks need to take place weekly; Jason suggested we remove the email notification portion of the monthly maintenance procedure with an assumption that it will be done weekly. Becky agreed that the information is already posted on BB and further communication is not necessary. Rosemary suggested maintenance schedule be posted on IT web pages. Jason noted OIT is looking into a device that allows services to be available even during maintenance windows. Motion for weekly maintenance was approved unanimously.

h. Backup Retention Policy (Jason Miller)

Mike: discussed how to retain information and documents as a whole; will be impacted by document imaging.

V. New Business

a. Document Imaging RFP Summary (Mike Alstrom)

Received four proposals in response to November RFP. Goals: minimize physical storage, eliminate manual searches, improve information availability, improve information security. Utilized research from SunGard, other colleges, and Educause to analyze the leaders in this field. Responses were compiled into a table for comparison; some vendors did not respond to all questions. Support/SLA & Datatel integration history were examined. Jean and Bruce are most familiar with ImageNow as the solution for Michigan colleges; Bruce noted that colleges using other products found those products to fall short. Motion to recommend Permission to Purchase at Chairs meeting was approved unanimously.

b. Strategic Planning Update (Mike Alstrom)

Group met late November; mission & vision statement created; SWOT analysis performed; developed 5 strategic goals; identified next step to identify tactical items to realize those goals; meetings to take place end of next week; Mike agreed to distribute all information gathered to date.

c. Internet Bandwidth Update (Jason Miller)

New device to control internet bandwidth allocation has enabled OIT to optimize bandwidth in Information Commons, a common internet bottleneck area, approx. one month ago. Carol mentioned noticing faster speed recently. More analysis of new data will enable us to better understand how internet is used on campus.

VI. Informational Reports

a. MCCDAG (Mike Alstrom)

No announcements.

VII. Announcements

a. Feedback (Mike Alstrom)

Mike requests feedback & input from both voting and non-voting members on how Tech Council processes may be improved.

Meeting adjourned at 2:28 p.m.

Mike Alstrom:jm
Technology Council Chairperson