Technology Council Meeting Minutes  
October 19, 2009

**Attendance:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Unit Represented</th>
<th>Department</th>
<th>Date: 10/19/2009</th>
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</thead>
<tbody>
<tr>
<td><strong>Voting Members</strong></td>
<td></td>
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<tr>
<td>Carol Briggs-Erickson</td>
<td>Librarian</td>
<td>Library</td>
<td>P</td>
</tr>
<tr>
<td>Tim Trainor (Chair)</td>
<td>Faculty</td>
<td>CIS</td>
<td>P</td>
</tr>
<tr>
<td>Becky Evans</td>
<td>Faculty (teaching online)</td>
<td>English</td>
<td>P</td>
</tr>
<tr>
<td>Maria Andersen</td>
<td>Faculty</td>
<td>Math</td>
<td>P</td>
</tr>
<tr>
<td>Jeff Stipes</td>
<td>Faculty</td>
<td>Technology</td>
<td>P</td>
</tr>
<tr>
<td>Debra Howell</td>
<td>Distance Education</td>
<td>Business</td>
<td>P</td>
</tr>
<tr>
<td>Phyllis Robey</td>
<td>Clerical</td>
<td></td>
<td>P</td>
</tr>
<tr>
<td>Clark Bingham</td>
<td>Custodial</td>
<td>Maintenance</td>
<td>P</td>
</tr>
<tr>
<td>Joe Doyle</td>
<td>Administrative</td>
<td>Administrative SVCS</td>
<td>A</td>
</tr>
<tr>
<td>Teresa Sturrus</td>
<td>Administrative</td>
<td>Academic Affairs</td>
<td>P</td>
</tr>
<tr>
<td>Kelley Conrad</td>
<td>Student SVCS</td>
<td>Counseling</td>
<td>P</td>
</tr>
<tr>
<td>Jean Roberts</td>
<td>Student SVCS</td>
<td>Registration</td>
<td>A</td>
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<tr>
<td>Jordan Conrad</td>
<td>Student</td>
<td>Student</td>
<td>P</td>
</tr>
<tr>
<td>Josh Miller</td>
<td>Student</td>
<td>Student</td>
<td>P</td>
</tr>
<tr>
<td>Mike Alstrom (Vice Chair)</td>
<td>CIO</td>
<td>Information Technology</td>
<td>P</td>
</tr>
<tr>
<td><strong>Non-Voting Members</strong></td>
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<tr>
<td>Julie Weller</td>
<td>Web Committee Chair</td>
<td>Public Information</td>
<td>A</td>
</tr>
<tr>
<td>Mindy Stevens</td>
<td>User Services Manager</td>
<td>Information Technology</td>
<td>P</td>
</tr>
<tr>
<td>Jason Miller</td>
<td>Technical Director</td>
<td>Information Technology</td>
<td>P</td>
</tr>
<tr>
<td>Sarah Swart</td>
<td>Instructional Design</td>
<td>Information Technology</td>
<td>P</td>
</tr>
<tr>
<td>John Mihelich</td>
<td>Lab Manager/Recorder</td>
<td>Information Technology</td>
<td>A</td>
</tr>
<tr>
<td>Lori Potts</td>
<td>Systems Analyst</td>
<td>Information Technology</td>
<td>P</td>
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</tbody>
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Minutes
Technology Council
Monday, October 19, 2009

The meeting was called to order at 1:30 p.m. in room L167-L169

Topics Discussed:

I. Welcome:

II. Agenda approval:
October agenda approved.

III. Minutes approval:
Errors in the minutes were noted for changes. Maria Andersen’s name was spelled incorrectly, and Teresa Sturrus was recorded as absent, but she was present. Carol Briggs-Erikson moved to approve the minutes with changes and Maria Andersen seconded the motion. The September minutes were approved.

IV. Old Business:
a. Online voting: Tim
Tim reported the results of his online voting test. There are 15 voting members on the council, and of the 15 members, 11 voted to approve online voting. There was one rejection, and one person could not vote because they tried through Web Access. Two voters abstained from voting.

Online voting will shorten meeting times and help clear agenda topics faster. Tim asked the council for an official vote on the issue because he plans to inform Coordinating Council of this action.

Tim proposed online voting with the four following criteria:
1. Online voting will only be utilized for voting on topics that have been discussed at previous meetings.
2. No reply is considered an abstaining vote.
3. All electronic votes will be entered into the meeting minutes of the next meeting.
4. During electronic voting, any one voting council member could reply to email asking that a particular vote be delayed until next meeting.

Discussion: Sarah was concerned that non-voting members may be excluded from expressing valid concerns on topics after meetings. Tim encouraged non-voting members to send him an email if they had further concerns after discussing a topic during meetings.
**Action:** Jeff moved to approve online voting, and Teresa and Mike seconded the motion. All were in favor to approve online voting.

b. **Browser support: Mike**
Due to compatibility and security issues, OIT will support the most stable browser versions for Internet Explorer and Firefox.

V. **New Business:**

a. **Maintaining email accounts for retired full-time MCC employees: Tim**
Tim proposed maintaining email accounts for full-time employees after they retire. Tim discussed this issue with Mike prior to the meeting, and this will not tax our system in any insignificant way. This will allow the MCC family to keep in contact with retirees. In turn, retirees can keep up-to-date with what’s going on at the college.

**Discussion:** Deb Howell supported the idea. She mentioned that Barb Reiss likes to keep up with what’s going on at MCC, and Barb had a student contact her for a letter of recommendation. Teresa mentioned that it would be positive to keep email accounts from an academic standpoint. If issues arise with student grades, it would be nice to have a direct contact. Mike mentioned that supporting email accounts for retirees will not put any unnecessary burdens on OIT, but he suggested that the issue should be discussed with Human Resources before any further action be taken.

**Action:** The council tabled the proposal until the pending action is discussed with Human Resources. Mike will discuss the proposal with HR, and Tim will make a case for electronic vote. The council will further discuss the use of “All” at the next council meeting.

b. **Broadband capacity: Jordan/Josh/Mike**
Josh mentioned that he and Jordan have received many student complaints of peak hour slowness with email and internet usage. The peak hours are between 10 and 2.

Mike presented a PowerPoint presentation to give everyone a sense of what’s happening with the bandwidth. Currently MCC has a 15 MB pipe that supports campus IT activity. Mike compared 2008 inbound and outbound traffic to 2009. He explained that OIT tries to prioritize bandwidth traffic based on areas of service. This process is called “packet sharing”. Last year, MCC was choked on bandwidth. The activity was redlining everyday. Mike mentioned that OIT found that they could burst that traffic to get more bandwidth during peak hours. The trend was the same in 2009 for bandwidth traffic during peak hours.

If bandwidth isn’t controlled and measured, there are opportunities for a small constituency to capitalize on the bandwidth. For example, tech savvy students
can utilize an undue share of bandwidth if it is not measured and controlled. Mike explained that OIT put limitations on bandwidth usage.

Five MB of bandwidth is devoted to wireless use, which is a 1/3 of the overall bandwidth. OIT is trying to give students as much bandwidth as they need without compromising other services. Mike discovered that 28 percent of the bandwidth devoted to wireless use is falling into default applications. This means that there isn’t a particular rule or measurement controlling that traffic. The OIT team will investigate this issue to see if they can further control that traffic and improve bandwidth for students.

The council will revisit this issue in a couple of months. Tim encouraged Josh and Jordan to let him know if they had any further concerns.

c. SCCM software version control: Jason
Jason presented a PowerPoint overview of the SCCM (System Center Configuration Manager).

d. Proposed Instructional Technologies Sub-Committee: Tim
Tim proposed testing a one-year Instructional Technologies Sub-Committee to be the clearing house for ideas about new technology that can possibly be used on campus. The committee will be comprised of the following:

1. Committee members: Aim is to keep committee small
   • Student volunteer
   • Technology Council member
   • Distance Education Coordinator: Deb Howell
   • Instruction Design Specialist: Sarah Swart
   • Office of Information Technology representative: Jason Miller (Chair)

2. Action items for committee:
   a. Identify new technologies that support the instructional needs of the college’s faculty, students, academic departments and other faculty groups.
   b. Evaluate platform independent applications for the college’s Web-based instructional support software—Blackboard.
   c. Determine the limits, costs, potential users and benefits of new technology.
   d. Identify the college resources (updated hardware, Internet bandwidth, etc.) and the training requirements needed to introduce new technology.
   e. Prioritize and recommend new technology initiatives at the April 19, 2010 Technology Council meeting.
Discussion: Becky Evans mentioned that the topic seems to be bigger than Technology Council. She shared that the sub-committee would be better under CTL. Teresa suggested two sub-committees; one exclusively for instructional technology and the other for other technology. Teresa also mentioned that it would be fair to include Don Bogema on the committee because he is in touch with the faculty and he gets a lot of ideas. She felt that the sub-committee would undercut a lot of what Don does. The council discussed the issue at length and decided to expand the members to seven and make the two spots available to Don Bogema and another faculty person.

Action: Tim asked the council to vote on the proposed sub-committee with the changes. Phyllis moved to approve the sub-committee and Becky seconded the motion. All were in favor to support a one-year Instructional Technologies Sub-Committee. Tim will share more information at the next council meeting.

VI. Sub-Committee and Informational Reports:

a. MCCDAG: Mike
   No report.

b. MCCDUG: Lori
   Lori reported that the committee discussed student classification. Applying students are not classifying if they are first-time, returning, etc. The committee is in the process of trying to classify each category. Lori will keep the council posted.

c. Network Access Policy: Mike
   Topic tabled until next meeting.

VII. Announcements:

1. The January meeting has been changed to January 25.
2. FIT has been changed to the MCCDAG group in the By-Laws.
3. The December meeting is canceled.

Meeting adjourned at 2:45 p.m.

Submitted by,

Tim Trainor
Technology Council Chairperson