Muskegon Community College  
Technology Council  
February 16, 2009  
1:30 p.m. – 2:30 p.m.  
Room L167-169

**Attendees:**  
Voting: Vacant (Chair), Carol Briggs-Erickson (Vice-Chair), Tim Trainor, Becky Evans, Jeff Stipes, Sue Meeuwenberg, Nancy Slater, Phyllis Robey, Joe Doyle, Rosemary Zink, Kelley Conrad, Jean Roberts, Non-voting: Julie Weller, Patricia Werly, Richard Doctor, Mike Alstrom, Mindy Stevens (Recorder), Sally Birkam, John Mihelich  
**Please read:** Last meeting minutes, attachments  
**Please bring:** Last meeting minutes, current agenda, and any relative information

### I. Welcome and Introduction of Guests  
Jim Pianki CIO for OIT

### II. Review and Approve Agenda

| All |

### III. Review and Approve Previous Meeting Minutes

| All |

### IV. Council Membership Updates

| Carol Briggs-Erickson | Sue Meeuwenberg |

- New Chair position to be filled  
- Membership on Technology Council to include Teresa Sturrus or Bob Ferrentino from Academic Affairs

### V. Old business

| Sarah Swart |

- Faculty Start-Up Guide  
- Course site size recommendations  
- Availability/Unavailability/Duration issues  
- Blackboard9  
- Blackboard Policy vote

### VI. New business

| Joe Doyle | Nancy Slater |

- Digital Imaging  
- Standardize all Adobe Creative Suite lab installations to version CS3  
  - Lab Manager Comments: Adobe CS3 is the current version in all labs.  
  - Adobe Design Premium CS3 is installed in 1131, Info Commons, L361, and L363.  
- A student requested consideration for adding an open lab in the Stevenson Center.  
  - Lab Manager Comments: 1206 or 1210 could be used when classes are not scheduled. Class schedules, staffing and supervision would need to be considered.  
- Process for acquiring, using, deleting instructor (student) Blackboard accounts within their Blackboard courses
VII. Sub-Committee and Informational Reports

Datatel overview
Email Policy
Blackboard Policy
OIT monthly overview
Software Update overview

1. Develop and maintain inventory of software installations on MCC computers. This includes computers found in offices, laptops and classrooms. Look into ways this can be supported:
   a. Software to do analysis and maintain inventory
   b. Application server to distribute and maintain software along with tracking software licenses.

2. Create a listing of a core set of software which MCC supports. This can be used to start maintaining version control of these applications.

3. Once the core software is identified (see #2) create a Web page that lists these software and current versions along with posting links to Web site were software updates can be downloaded. This would also include:
   a. Create and maintain a folder on the MCC network's P drive that contains the most current executable files with latest software updates that corresponds to links on Web site.
   b. Establish an archive of older software updates that can be used as a fall back if a new update turns out to create problems.
   c. Establish one person who is responsible for maintaining this list of core software. This person would maintain Web page and keep links and files on P drive current. Keeping the software archive up-to-date would also be under this person's job description.

4. Provide a list of software (preferably online) that is maintained in the Information Commons and computer classrooms. Some version of this idea has been worked on and could be given a higher priority.

VIII. Announcement

Open discussion

Adjournment

Additional Instructions:
Monthly meeting will resume on the third Monday of every month at 1:30 pm – 2:30 pm in room L167-L169