

## Technology Council Meeting Minutes

January 25, 2010

**Attendance:**

Name	Unit Represented	Department	Date: 01/25/2010
<b>Voting Members</b>			
Carol Briggs-Erickson	Librarian	Library	A
Tim Trainor (Chair)	Faculty	CIS	P
Becky Evans	Faculty (teaching online)	English	P
David Wiggins	Faculty	Math	P
Jeff Stipes	Faculty	Technology	P
Debra Howell	Distance Education	Business	P
Phyllis Robey	Clerical		P
Clark Bingham	Custodial	Maintenance	P
Joe Doyle	Administrative	Administrative SVCS	P
Greg Marczak	Administrative	Academic Affairs	P
Kelley Conrad	Student SVCS	Counseling	P
Jean Roberts	Student SVCS	Registration	P
Jordan Conrad	Student	Student	A
Josh Miller	Student	Student	A
Mike Alstrom (Vice Chair)	CIO	Information Technology	P
<b>Non-Voting Members</b>			
Julie Weller	Web Committee Chair	Public Information	P
Mindy Stevens	User Services Manager	Information Technology	P
Jason Miller	Technical Director	Information Technology	P
Sarah Swart	Instructional Design	Information Technology	P
John Mihelich	Lab Manager/Recorder	Information Technology	P
Lori Potts	Systems Analyst	Information Technology	A

**Minutes  
Technology Council  
Monday, January 25, 2010**

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

**Topics Discussed:**

**I. Welcome:**

Greg Marczak and David Wiggins were welcomed to the council. Greg will replace Teresa Sturuss, and David will replace Maria Andersen as representatives for the council.

**II. Agenda approval:**

Jean moved to approve the January agenda and Kelley seconded the motion. January agenda approved.

**III. Minutes approval:**

Phyllis moved to approve December minutes and Becky seconded the motion. November minutes approved.

**IV. Old Business:**

**a. Handling large volumes of email sent to students and staff: Mike**

Research was conducted to find the best resolution for excessive emails. As a result, a program called *list serve* may prove to be the best solution. *List serve* is a program that handles subscription requests for a mailing list and distributes new messages, newsletters, or other postings from the list's members to the entire list of subscribers as they occur or are scheduled. Mike commented that there are two viable solutions within list serve. One is called Lyris, which is free for users maintaining very small mailing lists, and the second solution is called mailman. Mailman is also a free offering that is an open source solution that has been around for a long time. List serve will give students the ability to subscribe or unsubscribe to certain groups that send out mass emails.

Tim suggested creating a portal page on the college Web site that list upcoming activities, and give the ability to subscribe or unsubscribe to these groups. Joe mentioned that a system called EventLink is already in place. EventLink is currently used for emergencies and sports activities.

The council discussed the issue at length. Members voiced concern over guidelines and policing. Because student representation was not present at the meeting, Tim suggested tabling the discussion so the council could readdress the issue with more structure and student input.

For clarity, Mike mentioned that there is a misconception about #all. Students never existed in #all distribution. The Board, faculty, staff and adjuncts are the only groups in #all.

Mindy mentioned an Outlook 2003 and 2007 feature that sets expiration dates on emails.

**b. Technology Council Policies and Web pages on College's Web site - Does the Web Committee mentioned in the By-laws still exist?**

Tim asked the council if the Web Committee still exist. Julie mentioned that the committee has not been a functioning committee in a long time. Tim suggested changing the Web Committee to Web Master in the Technology Council By-laws. Julie agreed.

**c. Equipment/Software Requests: Mike**

In an effort to eliminate unnecessary delays in the equipment/software request process, Mike asked the council for input on how the current form can be improved to better serve the college community. Mike reminded the council that the form is just one piece of the puzzle. His goal is to create more overall awareness of what steps are taking place. For purposes of tracking, OIT keeps a spreadsheet of all requests. When a request is initiated, OIT tracks when the request occurs and note who made the request. OIT then decides if the request is serviceable and fundable within OIT's current budget. If the request is not serviceable or fundable, OIT will still track the request so the information can be used to put together future budgets. HDO cases are created for all incoming requests.

The council discussed the issue and made suggestions. The following is a list of suggestions made by the council:

1. Include a tracking number.
2. Gray out the price per unit column and note in the column that the section will be completed by OIT.
3. Check box for approved budget purchase.
4. Create a flowchart of how to route, and design the chart to return to end user with PO#.
5. Change the statement of "OIT can assist" to "OIT will assist".

The council will revisit this issue.

**d. Maintaining email accounts for retired full-time MCC employees**

The discussion was tabled until the next council meeting.

## **V. New Business:**

### **a. Guidelines for providing software to adjunct faculty:**

The committee discussed if it is necessary to establish guidelines for providing software to adjunct faculty. Mike stressed that he wants to make sure that everyone gets the tools they need without taking away from someone else to meet those needs. For instance, if Mike purchased 10 copies of Camtasia for 10 adjuncts and they each use the program only once in the semester, then there are 10 copies that he doesn't have for other faculty. Issues like this need to be taken into consideration.

Mike explained that a more sensible way to approach cost savings is to put one copy of Camtasia on a laptop for checkout, which he can purchase at the same cost as the price for 10 copies. The laptop can serve as a resource that everyone can use. Mike also mentioned that prices are different for every license. Some charge per seat and others per group.

The council discussed the issue at length and made the following suggestions:

1. Prepare a list of educational and academic software that are purchased on a per seat basis with transferability.
2. Ask department chairs to submit the number of faculty and adjunct that will need certain software. Issue will be discussed at department chair meeting.

## **VI. Sub-Committee and Informational Reports:**

### **a. Instructional Technologies Sub-Committee: Jason**

The sub-committee established by-weekly meetings. Jason mentioned a few goals that the committee is researching: 1. Identify new technology that supports the instructional needs of the college. 2. Evaluate platforms independent application for the college's Blackboard service. Both involve addressing faculty needs so the committee can find software to fill those needs. The committee decided to conduct surveys to gather information. They plan to survey three different areas. The first survey is directed towards faculty to address their technology and training needs. The second survey is a physical classroom survey about specific technology and placement in classrooms. The third survey is a student survey to see what types of technology interest them.

### **b. MCCDAG: Mike**

Mike reported that over the last few months there has been an increase in the amount of time spent managing patches. MCCDAG will be meeting to look at ways to most effectively address the overall patching process.

### **c. MCCDUG: Lori**

No report.

**d. Network Access Policy: Mike**

Tim commended the OIT staff for putting together a Network Access Policy. The purpose of the Network Access Policy is to establish the rules for the access and use of MCC's network infrastructure. Sarah noticed a need for correction on the hard copy. The "I" and "R" in *information resource* should not be capitalized. Tim asked the council to vote on the policy to move on to the next step for implementation (Coordinating Council). Mike motioned to accept the Network Access Policy and Sarah seconded the motion. All were in favor to accept the motion.

**VII. Announcements:**

1. Next meeting February 15.
2. Tina Dee is invited to the next council meeting.

**Meeting adjourned at 2:34 p.m.**

**Submitted by,**

**Tim Trainor  
Technology Council Chairperson**

**dqc**