

MEETING MINUTES – 2/20/2019

In Attendance: Lee Anderson, Thomas Dobbert, Ricky Genz, Chris Quantrell, Jimmy Roque, Brandy Scarnati,

Absent: Jarod Hard, Cal Anderson, Steve Bale, Jennifer Hock, Gabriela Brochu, Gwen Clancey, Eward Corbett, Miguel Diaz-Bonilla, Bob Fletcher, Patrick Guiberson, Scott Huber, David Misner, Raymond Joakimson, Cynthia Pierott, Ygnacio Vasquez, Scott Weissman

Item 1: Approval of minutes

- November minutes approved

Item 2: Need for DVD/CD-ROM Drives

- This topic has been brought up in previous meetings before. DVD/CD-ROMS are hardly used anymore and it is being looked into to purchase minies since they take up less real estate.
- Teacher stations will continue to have DVD/CD-ROM Drives. Student stations are the stations in question. Emails have been sent out to ask the deans what they think of this.
 - Nursing does not use or need DVD/CD-ROMS.
 - Darrel Cleveland believes it could be handy to have them just in case.
 - It seems that certain departments would need them, although most of them would not need them at all for students.
 - External drives will be bought and we would have them on hand for whoever would need them.
- It is safe to move forward with the first two classrooms and start removing the DVD/CD-ROM Drives. The next big important question is where do we place the new external hard drives? Behind the monitor seems to be a better place than the floor since many people complain of the leg room. The goal is to have a smaller footprint. There is the option to put them behind the monitor. Underneath the desk is a good option as well. The problem with putting them behind the monitor is the student's access to flash drives. If that were the case, it would be more convenient to have desktops with flash drives on them.
- Technology Committee will look into ordering one and have it set up at the next technology committee so that instructors can see what they look like. The performance is definitely the same as a regular desktop, but it has a much smaller footprint.
- Do we still need VHS players? Media services had a request for one. There is the goal to phase them out and put them where they are only needed. We are not looking to get into the business of transferring VHS to CD because of copyright reasons.

Item 3: IT related construction project updates

Project	Building	Exp Compl	IT description
Learning Commons	LIBR 210-212	Feb 2019	Order 2 TV's and mount with Air media
Dental Remodel	RDMT 412-415	Aug 2019	Remove PC's to store during remodel Reinstall PC's at completion R/R 3 teaching stations Relocate reception desk 6" forward
Anatomy and physiology lab	RDMT 311-312	Aug 2019	Remove 2 teaching stations during remodel Install 1 teaching station upon completion
Vet tech relocation	MDWN	Aug 2019	Install 2 teaching stations upon completion Relocate Vet tech to mew MDWN Includes 3 vending machines
Sports and Health Complex	SHC	Summer 2019	Setup field for network Setup fitness center for network Relocate fitness center and personal to new building
Sierra lobby	SIER	Summer 2019	Relocate TV's for signage TV for news/Sports?
RDMT 412A to 417	RDMT 412A/417	Summer 2019	Relocate PC's for dental charting
Marketing and Foundation	RDMT 201-202	Summer 2019	Move RDMT 201 to SIER 104 and others during construction Reinstall 9 offices upon completion
Meadowood S108 rotate	MDWS 108		Relocate 5 PC's Relocate projector to face north wall
RDMT 315 Server room	RDMT 315	Feb 2019	Expand server room
Classroom updates		Jun 2019	R/R teaching stations for carpet replacement

Item 4: Academic life cycle replacement plan

- There is a list of rooms that we are replacing this year. In the library, there are 13 that need to be replaced and 4 laptops at MDWD just to name a few.
- There are several locations that need replacements.
- The high school students pay a tech fee that could make them eligible to get new laptops.
- Office 2019 is available and will soon be installed on administrative computers. In the past, academic version upgrades were determined by the departments/programs that requires the software. Usually, the availability of textbooks determines the upgrade cycle. So far, IT has not received any requests for Office 2019.

Item 5: Faculty Survey

- Kathy Brewster had different instructors show off technology. The goal for them was to try to promote what they are doing in the classroom and what technology they are using.
- I think it is time we have a technology survey. Brandy and Jimmy from WebCollege can get together and come up with some basic questions so we can know what faculty are using in the classroom and what they want to use.
 - The goal is to see what professors are using, or if there is stuff that we have that instructors don't use.
 - We want to promote as much wireless technology as we can as well. Faculty don't spend a lot of time thinking of technology in the classroom, I think it is good to put it in their head so they can see what they want.
 - Some part timers have great idea. One of them used a tablet that projects on the screen through the laptop. She was able to save the files.

- The big thing we need to consider is sustainability, can we afford it, and can we afford updates/etc.
- If you have any ideas on what kind of questions to ask, submit them to Brandy. We can look at a list of questions next meeting and narrow in on what would make for a great survey.

Item 6: Other business

- Current SITS is not fully functional since the addition of workday.
 - The new name is TMCC secure messaging, we hope to have it in a beta sometime this summer. It's primarily used for department intercommunication to share PII. Only accessible to people that work at TMCC. It's an intranet app so you have to be on a TMCC network. It's more about who has access to it, which is just TMCC personal. It's equivalent to email and the traffic does not leave so it is completely internal.
 - The weakness of google is that you can share a document and anyone that is shared with it can see it, we cannot stop that. Secure messaging still allows to attach files, however it is another tool to make it more secure. Passwords being changed is a good example, once the message is deleted, it's really gone. The old system was living in a citrex environment

Dates for spring 2019

- Tuesday, 3/26
- Tuesday, 4/16
 - 10-11 in RDMT 255