

## MEETING MINUTES – 03/26/2019

**In Attendance:** Gabriela Brochu, Edward Corbett, Thomas Dobbert, Ricky Genz, Jennifer Hock, Chris Quantrell, Martin Santos, Ygnacio Vasquez, Lee Anderson, Jennifer Hock, Donna Kamen, Cathy Brewster.

**Absent:** Jarod Haren, Cal Anderson, Steve Bale, Gwen Clancey, Miguel Diaz-Bonilla, Bob Fletcher, Patrick Guiberson, Scott Huber, David Misner, Raymond Joakimson, Brandy Scarneti, Barbera Walden, Scott Weissman.

### Item 1: Approval of Minutes

- February Minutes Approved

### Item 2: Do we still need DVD/CD-ROM Drives

IT presented a new HP workstation setup with a “Mini” computer mounted to the back of the monitor. This machine did not have a CD/DVD drive anymore. Prior to purchase, IT talked to all the deans asking for input on whether CDs or DVDs are still being used in class. Many instructors responded and the majority does not use CDs anymore. However, IT will reach out first whenever a lab gets replaced and switched to the new platform. In addition, we encourage instructors to work with IT to have a folder on the network created that allows them to upload student materials that students then can download in the classroom.

- It appears that everyone is in agreement, the teacher stations will continue to have the CD/DVD Rom drives, while the student stations will look very similar to the HP workstation that was presented today.
- In addition, IT will purchase removable USB DVD/CD drives that could be temporarily attached to a Mini if needed.
- The Mini setup allows for more space under the desk because no cabling or computer tower would be present.
- The only potential issue could be that students do not find the power button in the beginning (behind the monitor)
- Lib-210 is a perfect example of how towers require space under the desk. Cable management is also an issue.

The Mini could be mounted behind the monitor, under the desk via a tray, or simply sit on the desk. USB ports for portable flash drives are still available. IT will also connect the USB ports on the monitor so students could use the USB ports there as well.

The current cost of a Mini is about \$895 plus \$150 for the monitor. The college does end up saving some money. The goal is to start switching out work stations this summer. SIER-106 will be the first lab to be replaced.

The typical TMCC standards for hardware also apply to the Mini: i7 processor, 16GB or RAM, 512GB SSD drive. In addition, speaker and microphone setups are similar to that of Mid Towers. President Hilgersom has a Lenovo Tiny in her office and she likes it.

As of right now, HP and Lenovo are the preferred options. Unfortunately, Dell prices tend to fluctuate and are currently too high for consideration.

### Item 3: Summer life cycle replacement drive

Edison is a primary location for current replacements as well as a few locations in the library.

Classrooms that will be replaced this summer will be posted on the website. Please see IT Customer Service for details. As always, every academic life cycle replacement is funded by TechFee. We discussed that TMCC HS students also pay TechFee, and therefore, their laptop cart is eligible to be replaced as well.

#### **Item 4: Modified Software Request form**

As a college, we need to take initiative and make sure that all students have equal opportunities. This also applies to students that require special accommodations. For that reason and also for audit purposes, TMCC takes steps to test all software for ADA compliance or have an alternative available.

Consequently, the software request form has been modified. As stated previously, the goal is to make sure all the software being used in the college is ADA compliant.

- TMCC has a pre-purchase accessibility checker that needs to be filled out. This is for the classrooms and not for the offices. If instructors have not made the initiative to check ADA Compliancy, this modified form can help so that the Disability Resource Department (DRC) can then check with the manufacturer to make sure the software is ADA compliant. Whenever possible, instructors should only allow ADA compliant software. The goal is to accommodate everyone as best as possible.
- A link to the Software Request form is [here](#).
- The Pre-Purchase Accessibility Checker can be found [here](#).

#### **Item 5: Faculty Survey**

The goal is to reach out to faculty and see what kind of technology works best for the teachers. Cathy Brewster has a group of faculty who are using different kinds of technologies in the classroom that are not the typical technologies. As of right now, it looks like the survey will try to hit on two major points. One piece of the survey will be about the smart classroom and another part of the survey will look into what professors and instructors are using for best teaching methods. Cathy's group is not a committee but more of a working group. The goal of the survey is to mine data and see what else we can introduce to the college. The hope is that instructors of this working group will also join the Technology Committee or introduce their ideas to the committee at some point.

#### **Item 6: Other Items**

We are good to go for three more years with Windows 10 and Office 2019. According to Microsoft, after these three years are up, the company will no longer offer locally installed Office products.

- All new administrative computers will have Office 2019.
- Classrooms will have Office 2019 in the fall.
- Because the professional version of Windows 10 is prone to unannounced updates, resetting or deletion of personal shortcuts, and favorites, etc. This has caused many problems, especially when updates occur at the worst possible time during a presentation. IT is testing a Long Term Service Channel (LTSC) version of the operating system that does not contain the "bloatware" delivered with the standard Windows 10 version. The LTSC version is guaranteed for ten years and only receives security patches/updates.

Adobe Creative Cloud: We are currently in year 2 of the contract. The cost is divided by three areas: Tech Fee, GRC and VPFA office. If you have a need for Creative Cloud products you can contact IT Customer Service to receive a named license.

## Dates for Spring 2019

4/30

10-11 in RDMT 255