

Information Technology Committee

September 6, 2007

Co-chairs: Connie Moise, Kelley Hare

Members Present: Tom Hutchison, Duane Rumsey, Mike Wilmes, Gary Carter, Stanley Viltz, Connie Moise, Mark McGovern, Lida Bushloper, Geary Cook, Woody Burns, Kelley Hare

Meeting Notes

1. Welcome / Announcements

New members were introduced and the committee's current membership and charter were discussed. **Action:** Connie will update the membership list and send out calls for participants to fill vacancies.

2. Open Forum

Committee discussed procedures for maintaining web content. www.avc.edu is a publication of the college and is therefore subject to all the same provisions as other college publications. Content is managed by the Office of Public and Governmental Relations (Steve Standerfer) who employs hourly/contract webmaster services to fill this function. Approval to fund and hire a webmaster position has been requested many times over the years and has not yet been approved.

Discussion of Lab Technician duties and focus. Lab Technician priorities are first and foremost to their assigned computer labs and classrooms. Lab Technicians are expected to be very conversant with the technology and software used in the labs they support and to work closely with faculty to identify any issues that need to be addressed, as well as to define requirements for coming semesters. Lab Technicians also work closely with ITS Computer Services Technicians to address problems. Regarding support of office workstations, if the lab technician has time to assist in that area, after providing service to the labs, then that service is welcomed by the ITS Computer Services group since it is helpful to them. **Action:** Connie will provide to the committee a list of the technicians and their designated support areas.

3. Computer and Information Technology Master Plan Update

Committee discussed general requirement for the Master Plan, and how it is used (locally by the ITS Director and formerly at the state level to receive specially designated funds that are no longer available). This Plan is tied to and supports the Educational Master Plan. The Institutional Research office has agreed to extract the information technology items from the Educational Master Plan and provide this to the IT Committee. One suggested addition for the Plan was to add a description of the District's strategy for replacing lost/stolen/damaged equipment. Working group includes Connie Moise, Mike Wilmes, Jill Zimmerman, Kelley Hare and Stanley Viltz. However, a special meeting of the full IT Committee has been called for September 20, 2007 at 2:00pm to work through the Plan update, so all members are encouraged to participate in that process. **Action:** IT Committee review the Plan update document in Files in the myAVC group and hold focused meeting for collaborative Plan update work on September 20, 2007 at 2:00pm.

4. E-mail Archiving/Retention Policy

Discussion deferred.

5. Video Relay Service Status

Discussion deferred.

6. E-mail list for individual courses on myAVC, summary class and privacy issues

Using a myAVC course page, Duane illustrated a concern that students enrolled in a course have capability to easily e-mail their classmates within the My Courses utility in myAVC. Students who request confidentiality on their admissions application are confused about what kind of confidentiality they are receiving. This

concern was discussed this summer discussed this summer by several people in Enrollment Services and ITS when students raised the issue as part of the admissions process (when the student is assigned their e-mail address). A response was developed as an outcome of that summer discussion that considers legal questions and District policy. **Action:** Connie work with Enrollment Services to provide to the Committee a summary of the response and actions taken by Enrollment Services to address the concerns. **Future action item:** IT Committee develop guidelines for communicating to faculty and students the meaning of confidentiality in this regard. Work with Enrollment Services to provide basic guidelines for appropriate use of District resources (including e-mail) to students when they receive their student ID number and their myAVC username and password.

7. Security Procedures/Policy relating to computers and data

Discussion deferred.

8. Date of Next Meetings and Adjournment

Special Meeting on Computer and IT Master Plan Update: Thursday, September 20, 2007, Room BE 241, 2:00pm – 3:00pm

Regularly scheduled meeting: Thursday, October 4, 2007, Room BE 241, 2:00pm – 3:00pm

Future Topics

- 1. Telephone Policy Status Report – Ann Hinesley/Woody Burns**
- 2. Public Wireless Access Service and ASO Involvement – ASO**
- 3. Earthquake Protection for AVC Computer Equipment**
- 4. Emergency Procedures / Disaster Planning for AVC's IT Resources**
- 5. One Card Project and POS System PayPrint System Status**