
ITC Meeting Minutes

Location: OM 304

Date: 11/09/17

Time: 9:00-10:30

Members present: Rebecca Woodward, Richard Montague, Sharon Young, Diyva Sharma, Aura Lippincott, Christina DiCarro, Terry Wells

Guests present: Colleen Cox

Call to order: 9:12am

Agenda details:

I. Reading and approval of minutes - 10/12/17 minutes are deferred to next meeting

II. Reports from ITI Department

a. John DeRosa report - deferred

b. Rebecca Woodward report

Next round of classroom updates. Looking to update the computers in WS212, but need to order new tables. Marketing classroom, which is very tight. Need custom tables. Working with Deb Kinane on that.

Will put new laptops in after tables come.

MISLab WS128 will be next.

Other Multistation rooms – 2 large computers labs (2011 computers); Midtown Haas Library and WS computer labs. Looking at \$650 Nook computers

Math Emporium – looking at this for summer

White Hall 315 will be converted to a technology classroom (Instructor station/Projector)

Facilities is trying to compensate for Higgins/Annex losses; back online Fall of 2019

Faculty offices will be moved over Winter break

A few classrooms are moving to Library

Higgins 210 moving to Haas 413 (will be 30 workstations); Haas 411 will be a single instructor station

Library instruction classroom is moving to Haas 434 (25 stations)

Still doing replacement for staff; then will look at next refreshment for fac and staff. Through 2011. 2012 is fewer computers.

Update on printing: Swapped out inkjets with B/W laser printers. 20 mre coming in today. Have additional faculty who needed them. Arriving today and will finish getting these to faculty who need them

CBS (print management company) – green report. Significant improvement in toner, energy usage, waste/paper. Continue to replace copiers (leased) and are replacing these with color copiers. Color copying is cheaper than printing in color. Deploying some color copies to administrative areas that need them. Replace them as the lease comes up. Another round of 7 coming in June. Rebecca will provide a list and timetable for color printers. Second phase – have some areas with multiple devices right next to each other. Looking to reduce that down to a device that can do all of that.

III. Unfinished Business

IV. New Business

a. Website Design SY

b. What do students do if they need access to H files after H goes away?; Yes there will be a process; there will be a grace period. Lynda.com license?
No

Screen saver - sleep mode in classrooms

Deep freeze – taking significant staff time to speed computers back up; hampers the performance

Training: ITC could do a training needs assessment; Start with 0365; Rebecca will pull some resources together

Default for Mail Online is Reply all. Not likely to be able to change this, because Microsoft has to do it.

V. Presentation

a. Office 365 demo RW/JD

b. Wordpress Dept. website demo – Sharon Y

Very useful to be able to do the updates without having to request support from Webgroup. Need to have someone in the department who is willing to learn and has a range of different skills. Max from web group provides support. Feels that has more control over content, design features. Super easy to use. Another way to communicate with students.

Planning to move all content to Wordpress, 50% done. Email John D if want to be moved up in the list of migrations to WP.

a. Adjournment - 10:03