INFORMATION TECHNOLOGY COMMITTEE
10:00 AM – 11:00 AM   •   Friday October 27, 2017•   SM-124

Minutes

Present: Jay Navarrette, Christopher Ebert, Stephanie Olmedo, Elizabeth Buchanan, Sarah Phinney, Rosemary Viotto, Fernando Roman, Dustin Acres.

I.   **Call to Order**

II.   **Adoption of Agenda**

III.   **Approval of Minutes**

IV.   **Discussion/Action Items**

    a. **IT Plan Update –** Jay Navarrette asked that committee members review IT Plan and submit any changes to him by November 3rd. He would like to submit the IT Plan to College Council in November. Sarah Phinney brought up that soon her position will fall under Instruction and that she should not be listed under the IT department in the plan.

    b. **Committee Web Page Update** – Some committees have submitted their committee page request forms to Samantha Sousa and she has built their templates. Jay will send out an email to those committees still needing to submit form. An issue with committee designated members not being able to update committee information on new web page has been corrected by district.

    c. **Graphics Print Request Form** - A new Graphics Print Request Form has been created and will be sent out for use for all duplication requests to print shop. Color copies will now be charged to divisions / departments.

d. **Next meeting date since Novemeber 24 is a holiday** – Next meeting will be December 1, 2017.

e. **Other** – Dustin Acres brought up that Pearson publishing has a product which if a student is signed up for a course, the student would have access to on-line resources the first day of instruction. Pearson would need to have access to our system for course enrollment and then Pearson would charge the student for resources, through the district / school. A concern is how the access to student information meets FERPA requirements.

V.   **Adjournment-** 10:52am