# INFORMATION TECHNOLOGY COMMITTEE
10:00 AM – 11:00 AM   •   Friday March 23, 2018•   SM-124

## <u>Minutes</u>

**Present:** Jay Navarrette, Christopher Ebert, Stephanie Olmedo, Elizabeth Buchanan, Sarah Phinney, Dustin Acres, Fernando Roman, Samantha Sousa

I.   **Call to Order**

II.   **Adoption of Agenda**

III.   **Approval of Minutes**

IV.   **Discussion/Action items**

  a. **IT Department Reorg -** With the hiring of the new college Communications and Marketing Manager, two positions within IT, the Web Content Editor and Graphics Technician, will move under the supervision of the Communications and Marketing Manager. The position of Educational Media Design Specialist was previously moved from IT to the supervision of the Vice President of Instruction.

  b. **Equipment Purchases – FA Lab Computers – English Copier –** 31 new computers for the FA computer lab have been purchased. Computers are higher end for video and graphics processing. A new copier was purchased to replace an old copier in the LRC hallway to support the English department.

  c. **District Wide IT Committee Update –** Jay Navarrette, Dustin Acres and Elmer Aguilar are representatives of the District Wide IT Committee.  First meeting was moved from February to May 1, 2018. Any IT projects which require district resources to complete or support the project, will be presented to the District Wide IT Committee.  The committee will vote on the priority of the projects and timeline of completion.  All technology requirements for the

campus, either local or district wide, need to be presented to the local college IT Committee first.

d. **California State Auditor's Report on Accessible Tech – Stephanie –** Three colleges were audited by the state covering accessibility requirements. This included processes for providing student material which is accessible. Report indicated that the processes for accessibility need to be documented. Also, complaint forms and complaint policies processes need to be transparent.
The software Maxient will be used for the student complaint process and documentation.

e. **Maintaining Accessibility to IT – Stephanie -** DRC will host workshops on April 5th covering accessibility requirements when choosing books. On May 3rd, the Legal Year in review will cover the legal issues with accessibility requirements. Also, the requirements of how to ensure the website is accessible.

f. **Programs & Degrees on Website – Samantha –** The Program and Degrees were not displaying correctly on the website. Samantha needs to have input on who the users of program and degrees page, to ensure updated information is sent to update the page. Samantha would like to create a section page for each division to load the programs and degrees.

g. **MyPath Portal, Employee Portal and Website Restructure – Samantha** – The web editors for all campuses met to discuss the MyPath portal as a replacement student portal for InsidePc. An Employee portal will be created which employees can access, which will give them access to banweb and employee resources. The main public facing website should be focused with information for students, prospective students and community members.

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**V.    Adjournment –** 11:05am

**Next Meeting –  May 4, 2018 – 10:00am SM-124**