

## INFORMATION TECHNOLOGY COMMITTEE

10:00 AM – 11:00 AM • Friday August 31, 2018 • SM-124

### Minutes

**Present:** Jay Navarrette, Christopher Ebert, Stephanie Olmedo, Sarah Phinney

- I. **Call to Order**
- II. **Adoption of Agenda**
- III. **Approval of Minutes**
- IV. **Discussion/Action items**
  - a. **Email in Office 365 and Mobile App Portal** - Discussed how faculty can access email in Office 365 on-line and downloading the mobile Outlook application. Would be good to have these instructions added to district help desk.
  - b. **Email Issue district wide – Unable to Send / Receive** – District was having problems with certain users within other college sites who were unable to send/receive email. Only had a couple of users at Porterville who experienced the problem. District worked with the Office 365 to correct problem.
  - c. **Help Desk** – Jay Navarrette explained the importance of technology requests being input into the on-line help desk system. Using the system allows IT to track requests and any open requests will be periodically re-sent to IT to address.
  - d. **DTAC Local Rep Vacancy** – With the departure of Elmer Aguilar, a vacancy is open for a local campus representative on the DTAC committee. Jay will work with Student Services to request a new representative.

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- e. New Computer Purchases for Learning Center** - 45 new computers have been purchased for the Learning Center. The computers will be installed over a period of time to hopefully be completed by winter break.
- f. iPad Cart – Math Dept.** – 38 iPad cart has been purchased for Math Department, an iPad management utility was also purchased after 1 July 2018. Currently working with the vendor Jamf to enable management utility and configure software.
- g. Print Shop under Communication Marketing Manager – New copier for Science Math Building** – Alex Schultz is the new Communications and Marketing manager, the positions of Web Content Editor and Print Shop will now fall under his supervision. A new copier will be ordered to replace the copier which failed in the SM building.
- h. OEI** – Sarah discussed the college's acceptance into the OEI (Online Education Initiative) Consortium. The campus academic senate signed off on the OEI agreement which was then forwarded to district for district approval. Sarah also discussed some of the software which is part of the consortium.
- i. EvaluationKit** – Sarah discussed the EvaluationKit pilot program within Canvas. This program will allow for evaluation of classes by students, primarily starting with on-line classes. At this time, it has not yet been fully implemented within Canvas.

**V. Adjournment** – 10:38am

**Next Meeting – September 28, 2018 – 10:00am SM-124**