

PORTERVILLE COLLEGE

INFORMATION TECHNOLOGY COMMITTEE

10:00 AM – 11:00 AM • Friday, October 30, 2020 • ZOOM Meeting

Minutes

Present: Jay Navarrette, Christopher Ebert, Sarah Phinney, Reagen Dozier, Stephanie Olmedo, Manuel Caceres, *Student Rep: None*

- I. **Call to Order** – Meeting called to order 10:04am
- II. **Adoption of Agenda**
- III. **Approval of Minutes**
- IV. **Discussion/Action items**
 - a. **Update on IT Support for Password Resets, Laptops, Remote Access, Intune** – Discussed scheduling staff coming on campus to the IT department with their college assigned laptops in order to perform staff login password changes and install of Office 365. IT also ensured that the laptops were enrolled in the Intune service which allows for updates when the laptop is off campus.
 - b. **Update on Back Parking Lot Wi-Fi Project** – Wi-Fi project for the back-parking lots started in September and we are in the final phase of closing out the project. Wi-Fi is now available in all of the back-parking lots. Next phase of Wi-Fi install would be key exterior areas of campus.
 - c. **New Laptop Orders for Student Checkout – Vet Center (10) – CTE (40)** – An order was placed for 10 laptops for checkout to our veteran students. Another order of 40 laptops for CTE will be checked out primarily to the students enrolled in the Information Systems courses, to ensure they have the capability to follow the InfoSys course books and use Office 2019. Anticipate the laptops to be delivered early December.

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- d. Guidance for using Zoom with Classes (Sarah Phinney)** – The local DE committee has created a document to provide guidance to faculty on how to use Zoom. The document was approved by the Academic Senate. Sarah provided the IT Committee with links to the local guidance document and to the Chancellor's Office legal advisory on cameras.
- e. Update on CVC-OEI Statewide Course Exchange (Sarah Phinney)** – Initially the idea behind the Course Exchange was to allow students to sign up for a class at any of the consortium colleges. It has now been expanded to encompass every community college in the state, not just the consortium colleges. However, colleges which are not part of the consortium can only service home colleges. Porterville College is a member of the consortium and our data is live in the course exchange.
- f. Changes to Canvas Support (Sarah Phinney)** - Currently, Canvas offers telephone and chat support 24hours a day 7 days a week. They also have help web links to their user guides. Starting in January the telephone support portion will be going away. After that, live support will only be available via the Canvas online chat feature. Since COVID started, telephone support has been strained. Students can also access ticketing system to submit a help ticket to request support.
- g. Other**

V. **Next Meeting – November 20, 2020 – 10:00am via Zoom**

VI. **Adjournment – 10:26am**