



**Mt. San Antonio College
Information Technology Advisory Committee
Group Memory
December 5, 2016**

Members:

Dale Vickers (Interim Chair) X	Phebe Lee X	Herlen Osuna	Guest: Monica Cantu X
Ron Bean X	Rich Lee	Richard Patterson X	
Chau Dao X	Paulo Madrigal	Robert Stubbe X	
L.E. Fosia	Jai Mehta X	Joe Vasquez X	
			Kate Morales (Minutes) X

ITEM	DISCUSSION/COMMENTS	ACTION/OUTCOME
1. Welcome	Dale introduced himself and indicated that he is the interim Chief Technology Officer while Vic is on leave. He gave an update on the Accreditation Steering Committee and indicated that the Accreditation team visit is scheduled in March and the team may visit the March ITAC meeting. He also said the Steering Committee is considering creating a shared file space to store documents that may be useful in future Accreditation visits so the evidence gathering is not done at the last minute. Dale also shared that IT is involved in assisting with developing a policy related to campus security cameras. A plan is being developed regarding where the cameras would be installed including parking lots, which may require some infrastructure upgrades. IT is also assisting with developing a policy and procedure related to text messaging students.	Information only.
2. November 2016 Minutes	Minutes were approved as presented. Chao asked how departments request computers as part of the computer replacement program. Ron indicated that requests can be sent to him via email. IT's goal is to replace computers that are five years or older. If a department has a need to replace a machine sooner, IT reviews these requests on a case-by-case basis. Dale also indicated that faculty who team in high-tech	The minutes will be posted to the ITAC website.

	disciplines can also request replacement for machines that are less than five years old.	
3. Email Task Force	<p>Monica Cantu, IT Project Manager, provided an overview of the Email Task Force and the project objectives. The Task Force will be considering Office 365 versus Google versus the current IBM Lotus Notes system. Monica has interviewed users from various departments and learned that calendaring, collaboration tools, managing time-off requests, mobile compatibility, email storage, integrating with other systems, instant messaging, user-friendly, and security are top priorities for the evaluation. This evaluation is only for the administrative email system; the task force and IT are not considering changing student email. Invitations have been sent to 16 potential task force members and 11 have responded. Monica is open to suggestions for additional task force members and indicated that there is a time-commitment involved for task members to test various systems. Task force meetings will begin in January and the timeline is to have a recommendation prepared by March/April.</p> <p>Committee members discussed the large amount of email that long time Notes users have in their accounts. If a new email system is proposed, IT will consider various options for archiving older email.</p>	Information only.
4. IT Systems Holiday Upgrade Schedule	<p>Ron shared that IT will be doing several major upgrades to both software systems and wireless infrastructure during the holiday break. An announcement was sent to the campus on December 5 detailing the upgrades.</p> <p>These upgrades are necessary to lay the foundation for course registration on the next generation Mountie App, installation of a new Planner format for the Mountie Academic Plan, and making our Portal more functional on mobile phones.</p>	Information only.

	<p>Thursday, December 22 - Saturday, December 24 - Banner Database will be unavailable (including all functionality of Banner Self-Service (registration, payments, grade entry, etc) as well as the Banner Self-Service channels in the Portal). Portal will be available for logging in to e-mail and connecting to Distance Learning applications (MoodleRooms, Canvas).</p> <p>Monday, December 26 - Wednesday December 28 - Banner Database will be unavailable (including all functionality of Banner Self-Service (registration, payments, grade entry, etc) as well as the Banner Self-Service channels in the Portal). Portal will be available for logging in to e-mail and connecting to Distance Learning applications (MoodleRooms, Canvas).</p> <p>Thursday, December 29 - The Mountie Academic Plan (MAP) aka DegreeWorks will be unavailable.</p> <p>Monday, January 2 - The Portal will be unavailable, which also means that students, faculty and staff will not be able to access Banner Self-Service or other applications (such as MoodleRooms or Canvas) typically reached through the portal.</p> <p>The internal wireless access points in Buildings 4, 6, and 10 will also be upgraded during the break. When users return to campus in January, they should see the MTSAC wireless network in these buildings. IT is also planning an external wireless upgrade during the holidays but it depends on the schedule for the internal upgrade.</p>	
<p>5. Other Items</p>	<p>Robert Stubbe shared that he had discussed the potential computer policy changes that Chris Schroeder shared at the November meeting with Bill Rawlings, President of</p>	<p>Information only.</p>

	<p>CSEA 262. Bill Rawlings indicated that the policy would go through the approval process from ITAC to PAC and President's Cabinet and Board of Trustees. It may be easier to create a simple policy that directs IT to develop computer security procedures.</p> <p>The next meeting is March 6 at 2:30 in Bldg. 4 Room 2460.</p>	<p>A reminder will be sent via email about one week prior to the meeting.</p>
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