

**YCCD Technology Coordination Committee**  
**Highlights**  
**October 7, 2009**

**Attendees:** Jim Clarke, Yoseph Demissie, Margo Guzman, Wendy Link, Dahlia Massey, Debbi Partridge, Clement Xavier, Lori Williams

**Reports**

**Distance Education – Wendy Link**

- Working on handbook for online classes
- Tech & Distance Ed minutes are posted on the CC website.
- Action: CC & MJC technology minutes will also be posted on the IT website. Jim Clarke and Wendy Link will provide Gina with the links.

**Instructional Technology Committee – MJC – Jim Clarke**

- Discussion implementing the use of Thin Client.  
Yoseph stated that infrastructure support and funding must be considered before implementing Thin Client.  
Clement suggested creating a client list based on level of computer use.
- Dell Lease is to be funded from Measure E. Forming a sub-group to discuss options other than leasing.  
Gina suggested planning ahead to phase out of the lease program.
- The IRC is to be changed to the TTC (Technology Training Center)
- Jim reported that IRC discussed a need for a security system for regularly changing passwords.  
Gina reported that this is in the works. Passwords are to be changed every six months and the Help Desk will send directions for changing passwords.  
Action: Gina will speak with Dr. Darnell about sending out a district-wide e-mail regarding password resets. All passwords will need to be changed in November.
- District Education Committee is to be re-established. A work group out of the President's Office has been formed to discuss who should reside on this committee.
- Professional Development Committee has decided for the Spring 2010 Institute Day in January to focus on technology training for Office 2007 and Blackboard.
- Needs to be a VPN Policy in place.  
Gina stated the VPN Policy is online and can be found under the Board of Trustees Link, Board Policy and Procedures. Access will continue to be on an individual basis.

**Technology Committee – CC – Wendy Link**

- New web launch is scheduled for October 30
- Web Hosting - A few websites are being created not on college's servers but linked to the college. The President has decided that will not happen any longer.
- Computer replacement plan was discussed and tabled for the next meeting.
- Title 3 report – added two SMART classrooms.
- Wireless Support - Columbia College staff will no longer touch student laptops. Students will be provided instructions on setting up the wireless connection.

### **Steering Committee – Gina**

- Fundamental changes to a course will be decided through the Instruction Office.
- T-Reg will be used through the end of fall 2009.
- SSN number request for Datatel will need to be submitted with an attached rationale.
- Student Center Fee maximum of five dollars for all and a maximum of five dollars for spring be charged.
- CF Training will be provided by Terri Isaman at CC and Deborah Campbell will provide training for MJC and CS.
- OnBase “Matrix” will be upgraded within the next six months. No new areas will be added until more space is available.

### **Other Business**

#### **Help Desk**

- Wendy Link reported they are not clear as to all the different Help Desk and their numbers.
- Yoseph reported that CC will call 5385 which is routed to 7900/The Help Desk
- 7900 is the number used for students and 7800 is used for faculty.
- MJC offers Blackboard help for both colleges at ext is 6412 which is long distance for CC students.
- Debbi Partridge recommended naming the other areas something other than help desk in their title.

**Next Meeting – Wednesday, November 4, 2009 at 2 p.m.**