



District Technology Advisory Committee APPROVED Minutes

Members Present: Marc Beam, Kimberly Carter, Melissa Colon, Marty Gang, Shawn Jordison, Joshua Sigman, Michael Smedshammer, Don Smith, Demetrius Snaer, John Zamora

Members Absent: Grace Cabrera, Melissa Raby, Sarah Schrader, Michael Sundquist, Brenda Thames

Regular Attendees/Others Present: Jennifer Ahlswede, Ginny Bounyavong, Shawna Dean, Josh Hash, Patrick Pimentel Sr., Jeremy Salazar, Donna Yarnal

Meeting called to order at 8:40 a.m.

I. Introductions

Assistant Vice Chancellor Marty Gang began the meeting by inviting the participants at each site to introduce themselves.

II. Approval of minutes from March 31, 2015

The minutes will be emailed out to the committee. Please reply as “good” or “amend as follows.”

III. System Outage Reports

Josh Hash reported MID, Cenic and Microsoft had brief outages over the past few months. If you are aware of wireless issues or lack of service, please contact Josh Hash so the Networking Department can assess the issue. The routing and security for our network changed recently, and due to the change, some services were disrupted but fixed as soon as we were made aware. Shawn Jordison reported it is near impossible to connect cell phones and wireless devices (iOS and Android) in Manzantia. Josh will check on this and follow up with Margo Guzman.

IV. Technology Highlight

Patrick Pimentel Sr. reported a busy summer with the installation of over 170 new computer systems and numerous office moves. The largest project was the new CAT building with over 300 computer installs, of which 250 were brand new. Technology Services at MJC has been trained on the new Dell KACE appliances which will be used for inventory control, system management, software deployment and ticketing.

V. ITS Policies Issues

Marty Gang reported to be working on ITS administrative regulations regarding use of personal web pages and social media. Personal web sites and social media should include disclaimers, similar to San Francisco City College’s guidelines. Marty will send out the new



administrative regulation to the committee for review.

Another issue to be addressed through an administrative regulation is the use of list serves. For example, we could recommend all emails to a list serve require individuals to place the list serve in the BCC field which will help lessen the replies to all, unless intentionally included by the sender. Though Demetrius reported this is becoming less of an issue, Mike Smedshammer reported the default reply in Office365 is reply to all and requested we look into changing the default reply setting. Jeremy Salazar mentioned many use rules to filter out announcements and if an email is for business purposes, it would be beneficial to use another word so those don't get filtered.

VI. YCCD ITS Strategic Plan – Goal is to Complete 2016 Academic Year

Marty called for open discussion asking for feedback as to what ITS can do better or what needs ITS can meet. Kim Carter receives PR requests for data and will continue to rely on ITS to provide those reports. Shawn Jordison requested trainings on how to use email filters. Marc Beam also requested a 15-minute workshop on controlling your email inbox.

The ITS Strategic Plan is to address how ITS is to provide services to the District. We will align the ITS Strategic Plan to help the colleges meet their goals. ITS will send out an email with some open discussion questions for you to respond to which will aide in completing the ITS Strategic Plan. Some of the issues brought to the table during the meeting were: having a defined process for projects involving ITS, tools for instruction in the classroom, and the need for a portal.

VII. Educational Technology Updates

Melissa reported that there will be four courses at Columbia College in the OEI pilot for Canvas. NetTutor, Quest and the World Wide Whiteboard are available. Mike reported that the resolution to adopt Canvas starting in Spring with a handful of courses has been accepted at both institutions. Mike and Melissa continue to meet with Canvas to determine the setup of Canvas – one instance vs. two instances – and how branding for the two institutions can be done.

VIII. Brief IT Staff Updates

Updates will be sent out to the committee in email format.

IX. IT Security Updates and Issues

Regular Access Review and the Role Based Access paradigm was not discussed as time did not permit.

X. IT Research (AI – X)

Article, “Top 10 IT Issues, 2015: Inflection Point” was provided at the meeting.

Meeting adjourned at 10:05 a.m.



Information
Technology
Services

District Technology Advisory Committee
October 28, 2015, 8:30 – 10 a.m.
CC – Fir 2, MJC – Morris Conference Room A
Oakdale – Gene Bianchi Community Center