Meeting Minutes
ITG – Instructional Technology Group
October 23, 2014
9:30 – 10:30 am in Bussman 1439

Attendees: Ethington, Robert; Baty, Will; Conrad, Scott; Berger, Marc; Siedentopf, Andre; Persons, Nancy; Roth, Michael; Pearson, Matthew; Sturr, George; Bowden, Russ; Torikian, Sasun; Rivera, Laura; Diamond, Jeffrey; Jacobson, Tara; Johnson, Tara; Mansour, Gamal

Absent: Pinaula, Joshua; Collier, LI

Meeting called to order at 9:35 AM.

1. Minutes from 10/9/14 were unanimously approved. (Persons; Motion, Sturr; Second)

2. Document retention policy was discussed. (Scott) Currently there is no policy for e-mail deletion so all e-mail in users inboxes must be kept. Scott reported that the number of e-mails that must be retained is growing quickly. Most colleges have a policy of automatically deleting e-mails that have not been moved to a folder other than the inbox after a set period of time. Two years is about the average. Once an e-mail retention policy is decided on it would need to be officially part of Board policy.

3. Discussion of what college processes/forms to evaluate for automation (Scott) Scott led a discussion of what processes should be reviewed for possible automation. Processes that are being reviewed for possible automation are; Time Cards, Notice of Absence forms, and PAF forms. Automated NOA forms are being beta tested by IT with positive results so far. Additional suggestions for processes to evaluate for automation were encouraged.

4. Discussion of new laptop standards (Marc Berger). Periodically review hardware standards for faculty laptops. Recently testing refurbished Dell Latitude e6220. Unit is light with SSD drive and 8 GB of RAM with a 500 GB hard drive. System has performed well and may become the new standard for Windows laptops. Some other systems have been evaluated. The Dell Venue had significant hardware problems. Tablets have their uses but are a challenge to support. Matt asked if the Dell laptop could output HD video. Marc replied that he was not sure and further testing was needed. Ordering the Dell laptops with a larger battery is also a possibility. Marc requested ITG feedback on the questions of replacing old Mac laptops. Scott restated current ITG policy which is that if there is a pedagogical reason for having a Mac then it will be purchased. If the issue is just a preference for the Mac OS then the department would need to pay the difference between the cost of a new Mac and a replacement Windows computer. If ITG chooses to alter
that policy IT will follow the recommendation. Tara asked about the Microsoft Surface tablet and Marc replied that the Surface Pro is a capable piece of hardware but expensive relative to similarly equipped laptops and has had some hardware reliability issues. Matt asked about support for people bringing their own devices. Scott replied that we do support that. Will asked if anyone was aware of a model where the institution would subsidize the purchase of personal technology devices. Scott reported that the County of Sonoma does do that but that there were some downsides such as the subsidy being taxed as income. He is not aware of any community colleges that follow that model.

5. New technology discussion. (Gamal) Gamal led a discussion of 3D printing technology and how it has been used at SRJC. First 3D printer at SRJC was donated to Engineering department 8 years ago. The technology has improved considerably since that time. Need to start a discussion of how this new technology could be used. There are possible applications in many areas including Theater Arts and Culinary Arts. There was discussion about a possible PDA presentation to introduce new technology to the broader college community. ITG is looking at August PDA as a target date.

6. Other new business: Tara reported that the issue of training for faculty on new technology was discussed at the faculty senate retreat. There is a plan to get the issue of what is the preferred configuration of instructor stations on the senate agenda. Scott noted that IT would prefer a standardized single OS platform which would allow for quicker startup times and be easier to support. New platforms have recently been deployed in the Math department with good results to date. Current proposal is that majority of classrooms will adopt the new PC standard but there will be some situations where a Mac OS will be required. Laptop connections will be provided at instructor stations for instructors who wish to use their own (Mac or PC) laptops. It is also possible to mitigate the issue of not having a Mac OS at every instructor station by having loaner Mac laptops available for check out.

7. Topic for next meeting will be the implications of the Measure H vote for district technology planning.

Meeting adjourned at 10:30 AM