*IT Committee Meeting Minutes*
*December 4, 2015*
*3 p.m.*
*W.A. Pace Board Room*

Present: Kay Bethea, Jacqueline Carrell, Liz Giannini, Sue Haas, Cliff Haury, Barbara Heyl, John Kingsley, Becky Parkhill

Absent: Kristen Greer, Denise Hill, Mahmood Moghimzadeh, Valerie Palamountain

**Committee Positions**

Cliff Haury volunteered to serve as chair.

Becky Parkhill volunteered to serve as secretary.

**Office 365**

Sue noted that approximately 20 people have moved to Office 365. The move is optional at this time for employees – no one is being "forced" to move. Full implementation is expected by December, 2016.

Per a request from Dr. Donnelly, all deans will move to Office 365, particularly for the "chat" function.

Jacqueline noted that working within groups is a feature that the library will use to allow for greater collaboration.

Sue noted that sensitive data should be encrypted or not moved to the cloud. IT can assist with encrypting data for users.

Becky noted some issues with uploading files and folders to OneDrive. Sue stated that anyone wishing to transfer files are welcome to try and/or work with the Dream Team for questions/information.

Sue requested that committee members review the training videos. Reminder emails to faculty/staff will be sent out monthly.

**Photo ID's**

Barb brought a request from faculty to provide student pictures in SIS to assist faculty with identifying students. Sue brought the issue up with VCCS at a meeting in September. They told her it was in the queue of their project management system, EPIC. Sue has our software ready to go, we are just waiting on VCCS. She will take it up again with the system office.

The library's software has the ability to store photos as well.

Photo ID's for distance learning students was mentioned. Currently, there are no requirements for distance learners to have photo ID's.

**Software Updates**

IT is currently investigating Windows 10. The plan is to test it in certain environments, starting in May (after graduation).

The entire college should be moved to Windows 10, along with Office 365, by December, 2016.

Office 2013 will move to Office 2016 in February for those currently using Office 365. The changes will be minimal.

**Other Business**

Barb wanted to ensure that the computers running biology instruments do not receive updates due to the software on those machines. Barb will provide Sue with a list of those machines. Sue will look into the possibility of the software running on newer machines.

Cliff asked about the procedure for requesting lab upgrades. The appropriate dean should request the upgrade through Sue.

Site licensing was discussed. For most software, we don't have enough requests to receive an Enterprise License.

Becky noted that she received a voice mail from an extension called "Power Web". She will send Sue the email.

Panopto related equipment upgrades should go through John Kingsley. There is no need to upgrade all classrooms and requests will be addressed one classroom at a time. Barb noted that some students are becoming selective with classes and avoiding those without recordings. A camera system is needed for writing on the board. ETF would cover the cameras, which cost approximately $1,000. Faculty should be vocal during the next round of ETF requests.

The group discussed having computers in the hands of all students, including those with an economic disadvantage. Sue discussed a hybrid classroom situation where students could take a laptop off a cart in the classroom and return it after class. Jacqueline noted that the library has received a grant to provide computers for students in need. This will be implemented next fall. Cliff mentioned that students on financial aid who are enrolled in at least 12 credit hours should receive strong consideration. Becky stated that some students have requested refunds due to computer related issues. Sue will work cooperatively on this issue with other departments and the President's office. She will take the data from the library back to Dr. Friedman for review.

**Future Meetings**

The next meeting will take place during convocation week. The convocation schedule should be distributed next week. At that meeting, the group will discuss meeting dates and times for the spring 2016 semester. The last meeting should be in late April, before exams, for committee approval of the ETF, which is due to the VCCS July 1.

The committee members present agreed that Wednesdays during college hour would work best for scheduling. Liz will be setting up those meetings, so please be on the lookout for meeting requests.

There being no further business, the meeting adjourned at 3:58 p.m.

Respectfully Submitted,


Becky Parkhill