Technology Advisory Committee

Minutes

Wednesday, November 15, 2023

2:00-3:00 pm

WHTC 126

Meeting Facilitator: Dr. Hayley Kazen
Invitees:
San Juanita Hernandez– Faculty Senate Appointee: Absent
Devang Khambhati-COAS: Absent
Hugo Garica-SSB: Present
Cynthia Sosa-COED: Present
Sumalai Maroonroge-CNHS: Absent
Omar Ramirez-UC: Present
Eva Hernandez-KL: Present
Marvin Bennett-President's Appointee: Present
Fred Juarez-Finance and Administration: Present
Tony Ramirez-IT: Present
Enid Nunez-IT: Present
Azeneth Vazquez-Institutional Advancement: Absent
Rene Prado-Student Success: Present
Mike Munoa-IT; ex-officio: Present

I.   Review and approval of October Minutes
     a.   Omar Ramirez motioned to approve
     b.   Marvin Bennett seconded
II. Old Business
     a.   Software Issues concerning faculty requiring students to purchase unapproved programs
          i.   Current FAQ
          ii. Reminder to faculty
          iii. Vanessa Martinez
     -Faculty need to submit new software for approval at least one month in advance.
     -Students may not have two operating systems on loaner laptops. Faculty may with approval.
     -The use of virtual software is approved. It may not be installed on loaner laptops, but it may be installed in labs.
     b.   Email retention policy
          i.   Will remain unchanged
     c.   System Maintenance schedule
          i.   Should this be an FAQ?
     -Will be included in FAQS (yearly schedule, plus statement that maintenance will likely not interfere with BB or email.

       d. Microsoft training

-Dr. Sosa will provide on-demand trainings. Topics will include OneDrive, Forms, Outlook, New Trends, Accessibility, and Bookings.

-Calendar and catalog to come

       e. System software offerings update

-IT is in discussion with Microsoft; 3rd party vendor

       f. New TAC description

-Approved by Senate; going to faculty vote

III. New Business

       a. Review of Action Items

-October action items completed

       b. Other?

-Discussion about the need for a common calendar/committee. Will be on future Senate agenda.

-Duo issues: new students are given a grace period to sign up for Duo. After the deadline, they must enroll. IT is considering eliminating the grace period.

-Alternative to smart phone-you can purchase a fob (USB)

-Discussion about adding a Graduate School and Student Engagement representative. We need to change Student Success to Enrollment Management and Student Engagement.

-Library potentially moving back to WMS.

Action Items

Microsoft training catalog

Follow up with potential calendar committee

Follow up with change in TAC membership

Maintenance schedule FAQ

Follow up with 3rd party vendor (software)