DISTRICT TECHNOLOGY COMMITTEE (DTC) MINUTES

September 8, 2011

Attending Committee Members: M. Arvizu, N. Bailey, B. Beede, J. Bernstein Chargin, E. Dietz, M. Garcia, J. Keeler, and F. Lozano

Committee Resources and Guests: J. Maringer Cantu, S. Lawrence, K. Rose, and C. McCoy, and M. Olen (both of Angus Hamer)

I. Call Meeting to Order – Joe Keeler opened the meeting at 1:16 p.m.

II. Approval of Minutes, April 14, 2011 – The minutes were approved by consensus and will be distributed and posted on the intranet.

III. Plan to Deploy Exchange – Mimi reported that our current email/calendar system is failing. Funding was requested and received to replace the old hardware. Misty Olen and Cable McCoy, Angus Hamer consultants, provided a presentation, “Exchange Implementation, Gavilan College” explaining how we will make this transition to the new servers. The presentation can be viewed on the Tech Committee intranet site. The implementation plan is designed to make a smooth transition to the new email service for the email user. This will be accomplished by running a parallel system for almost a year. The migration to the new system will be done by department, one user at a time, by a MIS staff member. Benefits to Gavilan include unified email, calendar, and contacts which can be synchronized with mobile devices.

MIS will provide announcements and information to the users as the migration takes place to new system. The MIS staff will provide training on how to access and use the new Outlook email via Exchange. Suggestions were made to have training available in the Teaching and Learning Center and also offer an email maintenance training as the new system is introduced.

IV. iPad Concerns – Mimi reported that mobile devices such as iPADS are being purchased and used by staff and that MIS is not able to provide technical support for these items. All the iPADS purchased have also included the warranty. Individuals using the iPADS will need to be responsible for getting repairs directly from Apple. Mimi will prepare a draft revision to Technology Plan, Appendix E-1, to address this support procedure and the purchase of these various devices.

V. Status of Technology Plan Revisions – Mimi reported the Plan was approved by the Board of Trustees at their June 14, 2011 meeting. It is posted on Gavilan’s webpage.

VI. WebHeads – Jan Bernstein Chargin reported that an online survey was conducted over the summer to assess the Gavilan webpage. A focus group provided additional feedback. The WebHeads will be meeting next week to review the information.

VII. Style Guide Subcommittee and Site License for Font – Jan reported that draft sections of the Style Guide have been completed including fonts, logos, templates, and editorial guidelines. The subcommittee will be meeting on the 2nd Tuesday of the month at 10:00 until the Guide is completed. The next step is to have the draft sections reviewed by campus groups and provide feedback, recommendations, and comments.

Jan is researching a site license for Skia font. When asked why that font, Jan noted that it is a clean and elegant looking font which helps with accessibility and has been Gavilan’s lettering font for many years.

VIII. New Tech Topics –

A. Adobe Suite Site License: Mimi reported that she was able to purchase an annual site license through the Foundation for California Community Colleges (FCCC) with funds gathered from various grant sources. Bob noted that this will allow for campus standardization of documents by creating PDF files. Staff may contact MIS to receive the Adobe Suite products.
B. Status of Assistive Computer Technologies at Offsites: Jane Maringer Cantu reported that with the software update to Windows 7, some of the computer labs at the sites are in need of assistive learning software upgrades. An individual can get access by utilizing a flash stick with the computers that have Windows 7.

IX. Meeting Dates – The next meeting date is October 13, 2011 at 1:15 p.m. The location will be MP113.

X. Future Agenda Items
A. Status of Exchange Implementation – Mimi
B. Draft of Revised Appendix E-1 – Mimi
C. Update on Assistive Computer Technologies at Offsites – M. Arvizu and J. Maringer

XI. Report out to your constituent group.