District Technology Committee (DTC) Minutes
Wednesday, December 6, 2006

Committee Members: M. Arvizu, N. Bailey (recorder), J. Keeler (chair), F. Lopez, F. Lozano (alternate for A. Akinsete), L. McKeen, V. Robinson

Committee Resources: P. Howell (sub for J. Howell), J. Maringer, and D. Phillips

Absent: S. Carr, J. Chargin, E. Dietz, J. Parker, S. Salinas, L. Tenney and J. Wedge (ASB)

I. Call Meeting to Order – Joe Keeler opened the meeting at 2:38 p.m. with introductions.

II. Approval of Minutes, November 9 – Approved by consensus. They will be posted on the intranet.

III. Status of Draft Revised Exhibit E-1 – Vic Robinson shared with the DTC the opinions expressed at the Faculty Senate meeting regarding the draft revised Exhibit E-1. They felt it premature to discuss the Hardware Standard before understanding the Computer Replacement Policy after Measure E funds have been exhausted. What is the replacement plan and how will requests for laptops be addressed? They felt further information and discussion was necessary.

Fran Lozano said there is an increase in the instructional needs of on line instructors and a need for laptops that are current with the needs of their instruction. Fran used the biotechnology instruction as an example. She suggested that perhaps the standard could address the need to explore growth in that direction and the associated budgetary funding requirements.

After discussion on how the DTC should proceed, it was decided to gather data for an informational packet that would help future dialog. Mimi will provide information on the cost of laptops, cost of ownership, and related security issues. Fran Lozano will place this topic on the next Dean Council agenda to develop criteria for exceptions to the purchase of laptops from an instructional need prospective. A packet of information will be prepared for the DTC to review at their February meeting in hopes of providing talking points for further discussion.

IV. (a) New Passwords – Mimi reported that the Active Directory requires strong passwords. Passwords require changing every 6 months. Mimi provided a handout, "Why We Must Use Strong Passwords," which provides guidelines in creating a strong password. The handout will be provided at Staff Development Day with a deadline for implementing a strong password by February 15.

(b) Use of Electronic Signatures – The question related to electronic signatures originated from the Staff Development Committee and has been resolved. Submission of a form from a Gavilan email address verifies the validity of the sender.

V. Status of New Phone System Subcommittee – Mimi will be conferring with Angus-Hamer on systems that are available now but she noted that it would change by the time Gavilan was ready to install a system in a year or more. Therefore, she will continue to gather information but not meet formally with a subcommittee until the
beginning of Fall semester 2007. Joe reminded the Committee that .5 million dollars is dedicated to the phone system in the Measure E budget.

VI. Update on Computer Policy – Joe reported that he is still working on this and will also research the disclaimer statement for web policy.

VII. Update on ERP – Dave Phillips reported on a recent ERP Subcommittee meeting in which Joe Keeler and John Pruitt attended. The subjects discussed were budget, backfill positions, and communication. Jan Loomis and Mike Bates provided a presentation on what to expect after training ends. This same presentation will be given to the Management group and possibly to the Student Services group. It is important to communicate with the campus staff on how intense this project will be and prepare them for the changes that will be occurring. In addition, Dave will compose periodic newsletters similar to the construction updates.

Joe mentioned that HR and the Business Office will be altering their office hours during their training periods to reduce the need of backfill. He suggested that other managers might look at options such as limiting service and hours and to take their ideas and concerns to their Vice President. Mimi announced that MIS will be closed on 12/11 – 12/12 for training.

Fran Lozano will check into taping the training sessions to make instructional DVDs.

VIII. Staff Interest in Learning about “MySpace”, Blogs, “youtube”, “Facebook”, Forums – Peter Howell provided a “flash card” presentation on acronyms and shortcuts in communicating through text messaging.

IX. Report from Schedule Management Software Subcommittee – Joe reported that Ana Hipol sent out an email soliciting members for the subcommittee. Vic stressed the importance of communicating that this is more than facility use scheduling, it involves all scheduling. It is important to recruit the appropriate subcommittee members.

X. Report from Learning Management Software (LMS) Subcommittee – Peter provided a packet of information identifying the LMS Committee members, features requested, comparative overview of LMS features, pricing overview and individual breakdown of costs and features for Blackboard, Moodle Pilot, and Etudes NG. He reviewed each handout and noted that the LMS Subcommittee selected Moodle on a two year trial period. Peter had also shared this information with Department Chairs and Faculty Senate. Neither group had an objection with the selection of Moodle.

The draft MOU will be a negotiable item. There has been a verbal agreement for Gavilan to pilot Moodle next semester outside of the terms of an MOU.

The DTC agreed unanimously to proceed with the selection of Moodle as the Learning Management Software. Joe will forward this recommendation to President’s Council. Peter was commended for his work on this project.

XI. Report from Web Heads – No report.

XII. Meeting Dates – Due to ERP training dates, it was agreed to move the DTC meetings to the first Friday of every month starting on February 2. Meeting times will also change to 1:30 – 3:00 p.m.

XIII. What’s Hot? – No discussion.
XIV. DTC members were reminded to report out to their constituent group and provide the DTC with input.

XV. Thank You – Joe extended a thank you to Vic Robinson for his dedication as a DTC faculty representative.

XVI. Future Agenda Items:
A. New Phone System Subcommittee – M. Arvizu
B. Update on Computer Policy – J. Keeler
C. Report from WebHeads – J. Chargin
D. Update on ERP – D. Phillips
F. Staff Interest in Learning about Communicating through Current Web Trends – P. Howell

Note: Handouts or attachments are provided on the District Technology Committee Intranet page. http://helix.gavilan.edu/disttechcomm/index.html