IT COMMITTEE
Minutes
Helena College Lecture Hall – 9/4/2014

Council members in attendance:
- ☒ **Jeff Block**
- ☒ **Josh Bennett**
- ☒ **Shelly Kaiser**
- ☐ ~~**Brenda Johnson**~~ *excused*
- ☒ **Rick Odermann**
- ☒ **Bryon Steinwand**

Recorder: Summer Marston, Assistant to the Dean/CEO

Summer sent out three policies and asked IT committee to review the policy statements to make sure they are accurate. Then they will go to leadership.

Jeff stated that IT Department and IT committee mission statements are in alignment

PLANNED TRAININGS (NOT MANDATORY WITH THE EXCEPTION OF MOODLE)

- IT short courses, half hour or hour depending on subject. Caroline getting office 2013 trainings ready to go. Need to set up in-class and self-paced online. Everyone will be windows 8.1. Trainings and/or demos on interactive short throw projectors.
- Widi (wirelessly connect to projectors).
- Mirrorcast (PC industry standard for wireless broadcasting).
- Starfish.
- Moodle to show faculty how to back up courses at end of semester (will work on a day at the end of the semester). Discussed difficulty with backups. Full-time pretty good, but maybe not adjuncts. Summer will invite Denise and Therese/Kim to the next meeting to determine a way to handle adjunct backups. Jeff will check with Denise to look into something for new faculty before next semester.
- Move to faculty / staff server. Jeff will be doing trainings department by department. Talked about Windows 8 v. 8.1. Lose the big advantage by not having 8.1.
- SharePoint training. Requested by faculty senate. Will get work folders in SharePoint.

SURVEYS

- Not finished. Going to Qualtrics, still need to get branded for HC. Jeff will clean up changes from last meeting, send to Mike to get formatted. One for adjuncts, one for faculty, and one for students.

COLOR PRINTING FOR STUDENTS

On hold. Jeff will talk to Ben Nickol about transferring ownership to campus as discussed in last meeting. Discussed print cards. Some students burn through more copies, some don't even go through their quota. Will not be mapped to faculty. Leave in library.

FUTURE MEETING DATES

First Thursday of month at 9 am. Next meeting October 2.

TESTING CENTER

Still not open, but in process. Lab open, tables in center for laptop usage to provide quiet area.

Deliverables:

- Summer will invite Denise and Therese/Kim to the next meeting to determine a way to handle adjunct backups.
- Jeff will discuss Moodle backups with Denise, look into something for new faculty before next semester.
- Jeff will clean up surveys with changes from last meeting, send to Mike to get formatted.
- Jeff will talk to Ben Nickol about transferring ownership of color printer to campus as discussed in last meeting.