IT COMMITTEE

Minutes

Helena College Lecture Hall – 5/1/2014

Council members in attendance:

☒ **Jeff Block**

☒ **Josh Bennett**

☐ **Shelly Kaiser**

☒ **Elizabeth Karr**

☒ **Rick Odermann**

☐ **Bryon Steinwand**

Recorder: Summer Marston, Assistant to the Dean/CEO

- Mission statements for IT Department and IT Committee need to be aligned. Committee review and send feedback to Jeff.
- Putting Office 2013 on all lab computers, available for those who want it. Caroline will be doing trainings in the fall – Office 2013, equipment, and other training. Discussed Windows 8.1. Robyn Kiesling requested 8.1.
- Jeff will discuss SharePoint with Dean Bingham.
- Jeff will discuss library color printer with Russ. Student Senate will meet in August. Josh will inform the new Student Senate advisor that Jeff should be on the agenda.
- State donating audio/video equipment to the college. Possible broadcasting or video/audio production course.
- Still looking at turning an open lab into testing center.
- Staff computers being cut back to 4-year rotation due to budget constraints, looking into the same for faculty computers. Trying to keep student computers on 3-year. Discussed usage of Macs. Working on getting short-throw projectors for labs. With spending freeze, may not happen until next year.
- Discussed draft Web policy. Jeff voted to approve and move on to leadership. Committee agreed. Jeff review and send to Summer for Leadership agenda.
- Discussed surveys. Maybe add a question to see if students are using the labs. Could reduce number of computers in them. Some programs require the student have a laptop. Determining the best way to do the surveys, what software to use. Plan to do a test run over summer semester, then do one in fall. Maybe use a code for anonymity. Will create a standard format for all the surveys to be uniform.
  - Faculty / staff survey
    - **Add** – *If you could connect wirelessly to the projectors, would you use them more?* This could be effective because of the cost to replace cables.
    - **Add** – *Are there any future technologies you would like to see in the classrooms?*
    - **Add** – *Do you know how/where to report an issue to the IT department?* Also adding to student survey.
    - **Remove** – question #5 (Classroom equipment is easy to use), essentially asked again in #7.
  - Student survey
    - **Reword** – Break down question #1 *How satisfied are you with the quality and configuration of computer labs?* Need to clarify 'quality and configuration' of labs to determine exactly what students are meaning – ease of use, , speed of computers, Need to sub-section.
    - **Add** – question for layout, ergonomics.

- **Add –** question about speed of computers (shifting to solid state drives to avoid deep freeze issues), up-to-date software, etc.
- **Add –** question about using own computer
- **Add –** checklist to determine what devices are being used. (JEFF LIKED JOSH'S IDEA.)
- **Add –** 'I don't use it" or something about how often using student email. Will combine question about IT assistance satisfaction to make it part of earlier question about if know how to get assistance. Questions about website need to be broken down. Question 10, who are they going to for help if needed?
- **Add –** Do you know how/where to report an issue to the IT department?
  - o Adjunct / CE survey
    Discussed specific adjunct questions. Decided to do a separate survey for adjuncts and continuing ed instructors. Jeff will compile questions.

  <u>Jeff will tweak the questions for all surveys, email to committee for edits</u>. Once can get configured, <u>will get sample up and IT Committee can check it out</u>. Discussed giving free coffee cards for certain number who complete.

- Discussed issues involving changing domain name.

Deliverables:
- Committee review Mission statements for IT Department and IT Committee and send feedback to Jeff.
- Caroline will be doing trainings in the fall.
- Jeff will discuss SharePoint with Dean Bingham.
- Jeff will discuss library color printer with Russ. Josh will inform the new Student Senate advisor that Jeff should be on the agenda in the fall.
- Jeff review Web policy and send to Summer for Leadership agenda.
- Jeff will tweak the survey questions, email to committee for edits. Will get sample up and IT Committee can review.