

**IT COMMITTEE**

Minutes

Donaldson 1020 – 7/12/2015

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**Council members in attendance:**

- Block, Jeff** *Chair*
- Bennett, Josh**
- ~~**Coon, Emmett**~~
- Curtin, Valerie**
- Miller, Candy**
- Odermann, Rick**
- Pate, Jessie**
- Steinwand, Bryon**
- Wendt, Holly** *student rep*

**Recorder:** Summer Marston, Assistant to the Dean/CEO

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**APPROVAL OF MINUTES FROM 4/12/2016**

Clarification that Jessie ‘attends’ MoodleMoot. Val moved approval of minutes as amended, Jeff seconded. All approved.

**OFFICE 365**

Office 365 will not be doing physical copies anymore, so students will not be able to purchase in the bookstore. Will have to purchase online out of pocket and may require cash advances. Include info on FAQ sheet.

**OLD BUSINESS**

- **Bryon will work with Russ to put out a IT Support Vendor RFP and will create a list of vendors.**  
Russ referred Bryon to Barb to discuss the existing list of student discounts. Bryon will contact vendors to discuss discounts, restrictions, etc., and will create a list. Summer will ask Russ if it needs to go to Leadership.
- **Jeff will create a list of “IT will/won’t do” items and FAQs. Summer will then compile vendor list and will/won’t list into a handout that can be reviewed by Leadership to ultimately be given to students.**  
Jeff and Rick will create the list. Then Summer will format and get to Leadership for approval. Priority to get done before Orientation on October 4.
- **Committee Mission/Goals**  
Summer will review how to compare committee mission/goals with SP/CT.
- **Bryon will work on draft syllabi verbiage**  
Bryon brought a copy of the verbiage. The Committee discussed the example and gave some suggestions for formatting and some minor changes in verbiage (listing what instructor can assist with first, change to state “the instructor should list the support they provide” and include any specific code, instructions, etc. required to access the resource). Bryon will make some edits and give it to Chad for input and inclusion into the template.
- **Surveys to Mike Brown to help determine layout**  
Discussed some. Jeff will go over them next week when Mike is on campus.
- **Faculty Computers will go to BOR in July**  
Done.

- **Bryon will check with Cindy Phillips to see how she is using Cloud-Based Office currently.**  
Cindy has changed jobs. Bryon has not been in contact with her yet, but will follow up.
- **Rick will check with UM for additional Moodle training for Jessie.**  
Put on hold until Online Learning position will go forward.
- **IT will work with Robyn on Office 2016 / Windows 10, bring back to next meeting.**  
Not ready to bring back, likely Spring 2017. Books are still old version. Still trying to determine if all labs will be windows 10.

**OTHER:**

- Orientation being revamped. Have discussed having students logging in things rather than an IT segment.
- Had discussed fiber optic at the airport, but Century Link has leased out all their lines.

Rick made a motion to adjourn, Josh seconded. Motion carried. Meeting ended at 12:54 pm.

**DELIVERABLES:**

- Include Office 365 info on FAQ sheet.
- Bryon will contact vendors to discuss discounts, restrictions, etc., and will create a list. Summer will ask Russ if it needs to go to Leadership.
- Jeff and Rick will create the "IT will/won't do" list and FAQs. Then Summer will format and get to Leadership for approval.
- Summer will review how to compare committee mission/goals with SP/CT.
- Bryon will make some edits and give it to Chad for input and inclusion into the syllabus template.
- Jeff will go over the surveys when Mike is on campus next week to help determine layout.
- Bryon has not been in contact with Cindy Phillips yet regarding cloud-based office, but will follow up.