CERRITOS COMMUNITY COLLEGE
INFORMATION TECHNOLOGY STANDARDS MEETING
APPROVED November 8, 2013

PRESENT: Patrick O'Donnell   Carl Bengston

                          Carlos Mera   Terri Lopez

                          Patrick Legaspi   Pilar Mata

                          James Byun   Erik Duane

ABSENT: Lee Krichmar, Maricela Pedroza, David Boss, Kenny Lou, Raquel Ramirez

1. CALL TO ORDER

Patrick called the meeting to order at 9:05 am.

2. APPROVAL OF MINUTES

Carl Bengston made a motion to approve the October 11th minutes and it was seconded by Erik Duane. The minutes were approved with no changes.

3. INFORMATION TECHNOLOGY STANDARDS DISCUSSION

Patrick O'Donnell referred the committee to the handout with our latest PC standards taken from the Information Technology website. It lists the latest pc standard that was approved at the previous meeting. Patrick pointed out that there is a slight increase in cost but the performance is superior. He also mentioned that even though the 8300 form factor is still listed it's becoming more difficult to get. Patrick pointed out our new all-in-one standard and shared that they had been installed in LC22 and are going to be used in ME 3H and the Administration of Justice labs.

Patrick gave an update on the tablets being used for instruction on campus. There are currently carts of iPads in Chemistry, Math and Teacher Trac. Faculty and students are still figuring out ways to utilize these in the classroom. Instructor Daniel DeKraker has utilized it by flipping the classroom and having the students create presentations. The campus wide committee Patrick sits on has not met this semester.

Patrick asked the committee to look thru the draft podium furniture survey and give any input before the survey is sent out. CE-3 has the setup model being looked at for the LA/DSPS building. Patrick invited the committee to walk over to CE-3 after the meeting and look at the setup. He said most of the equipment had been installed but we were still waiting on the projector and facilities to run additional power. The floor molding that covers the wiring is in place and looks good. Patrick indicated that they are still looking for suggestions on component placement. Pilar shared her concerns over the document camera not being big enough to accommodate textbooks and the concern that there is nowhere to store supplies within the e-podium and the height of the camera. Patrick

mentioned that the chairs have adjustable height and Carlos shared that he thinks supplies should be brought with the instructor to class and no supplies left on the e-podium. Pilar said she would like to see a question on the survey asking what department they are from and how they utilize the document camera. Patrick said he would take the survey suggestions back to Lee and discuss them.

Patrick asked the committee to look at the equipment list that was handed out which indicates which components are standard in our e-podiums. Patrick went over each item on the list and indicated what function it performs. There was minimal discussion and Patrick asked for a notion to approve the list to become our e-podium standards. Carl motioned to approve the equipment standards and it was seconded by Carlos and passed unanimously by the committee.

Patrick asked if anyone had anything else they'd like to discuss. Carlos inquired about the replacement of batteries in the wireless keyboard and mice that have been installed on the e-podiums. Patrick informed him that IT will be going around and checking the batteries and changing them on a regular schedule so we can stay proactive. He also let the committee know that they should put in a help desk ticket for any keyboard/mouse battery issues. Carlos also asked if the number for the A/V team is still active and Patrick let them know that the old extension now forwards to the help desk at 2166 so they can call either number for A/V support.

4. NEXT MEETING

The next scheduled IT Standards meeting is December 13th, 2013 at 9:00 am.

5. ADJOURNMENT

The meeting was adjourned at 9:32 am and the committee went to LC-22 to look at the new HP 800 all-in-one standard that was installed in LC-22 followed by a trip to CE-3 to review the e-podium