CERRITOS COMMUNITY COLLEGE
INFORMATION TECHNOLOGY STANDARDS MEETING
APPROVED MINUTES
November 12, 2010

PRESENT: Lee Krichmar   Steven Camarena

             Patrick O'Donnell   Mario Morales

                      Jack Wilson   Pilar Mata

             Bernice Watson   Carl Bengston

ABSENT: James Byun   Lucinda Aborn

             Kenny Lou   Lamont Freeman

1. CALL TO ORDER

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

2. APPROVAL OF MINUTES

It was moved by Bernice and seconded by Carl to approve the minutes of October 10, 2010. The minutes were approved with no changes.

3. IT STANDARD ISSUES

Lee spoke with Steven Clifford regarding digital signage. There is discussion taking place in regards to purchasing digital signage using iFalcon grant funds. Lee reminded the committee that they were going to re-visit the current standard for digital signage if any more orders came in. The possible signage order is still in the discussion phase and they aren't sure how many or what sizes of signage they want at this point. However, if an orders come in the standard will be re-visited. Bernice informed everyone that the software that came with the current signage is not being utilized because it's cumbersome and community education is mainly using PowerPoint presentations. Lee also advised the committee that a few printers have been ordered, but overall there is still a lull in orders.

4. TECHNOLOGY MASTER PLAN

Lee thanked Pilar for all her hard work on the Enrollment Management Business Process document. Lee posted the draft on the Rosters web page but removed the numbering and internal comments. Pilar asked if there had been any feedback from Stephanie because she had made a couple inquiries which she had not heard back about. Jack asked what was changed from the draft version he had from the latest draft version that was sent out prior to the meeting. Pilar summarized the most recent

revisions. Lee suggested this document be removed from the IT master plan but a paragraph be left explaining that the document exists and a link to it. Carl said he would share the document with the Deans and Jack will share it with Faculty Senate. Lee asked Jack to let the committee know via e-mail when he was going to present it to the faculty. Lee also suggested that something be put in the Daily Falcon so the campus community would know that the document exists. There was discussion regarding removing the "draft" from the document and it was agreed upon; the document will be re-posted without "draft".

5. ITunes U Accessibility

Patrick asked Tim to look into the accessibility of iTunes U. Tim did some extensive research and participated in discussions regarding this with other colleagues and they agreed that iTunes U is accessible as long as the content being offered on it is accessible. Carl assured the committee at a prior meeting that indeed all of the content being offered on it from Cerritos College does meet accessibility requirements.

6. OTHER ITEMS

Patrick re-visited a concern brought up by Bernice at the previous meeting regarding students being able to log in to the e-podiums. Bernice voiced concerns over the issue because they are receiving requests to re-connect cables and things that should not be removed for normal operations. Patrick said that log in access could be restricted not allowing students to log into them but it is an all or nothing process. Carl suggested the issue be discussed with the Deans and Pilar suggested it be discussed with the Faculty Senate. Lee suggested an e-podium training once a semester. Some discussion took place regarding the training for users of the e-podiums. Steven asked if the e-podiums came with instruction manuals and Bernice said that on the outside of each of them there is a sheet with specific instructions. After further discussion it was decided Carl would look into an online video training for the e-podiums and he would discuss the problem with M.L. Bettino.

7. NEXT MEETING

The next meeting is scheduled for December 10, 2010 at 9:00 am in LC62.

8. ADJOURNMENT

The meeting was adjourned at 9:46 am.