CERRITOS COMMUNITY COLLEGE
INFORMATION TECHNOLOGY STANDARDS MEETING
APPROVED MINUTES
February 11, 2010

PRESENT: Lee Krichmar   James Byun

                     Patrick O'Donnell   Steven Camarena

                              Jack Wilson   Carl Bengston

                     Bernice Watson   Lamont Freeman

                     Lucinda Aborn

ABSENT: Pilar Mata   Mario Morales

                     Kenny Lou   Maricela Pedroza

1. CALL TO ORDER

Lee called the meeting to order at 9:02 am.

2. APPROVAL OF MINUTES

It was moved by Jack and seconded by Carl to approve the minutes of December 10, 2010.

3. IT STANDARD ISSUES

Lee informed the committee that everything is good on the IT standards front. 116 DC8100's were ordered for the downstairs open lab and they were received and installed in January. The DC7600 computers that came out of that area will handed down to faculty and staff replacing the oldest computers on campus. Lee asked Steven if he had heard any feedback regarding the open lab and he said he hasn't as of yet.

4. TECHNOLOGY MASTER PLAN

Lee handed out the two portions of the Technology Master Plan that has been updated, which were the Information Technology Division goals and Wi-Fi. She asked everyone to review them on their own and email her with any comments or suggestions. She informed the committee that there wasn't anything new in the goals, that they are the same ones that we reviewed during our December meeting, but the formatting was a bit different. The other section included in the handout was the section on Wi-Fi and the change to that portion described the Wi-Fi expansion and what has been completed. Lucinda asked if the updated pages had been posted to

the web because the version she found was the older version. Lee thought the page was updated but she will check it and push the correct version to the web. Lucinda asked which section would be worked on next. Lee had none in mind but it was agreed upon that the next section would be the tie to the Educational Master Plan and how it related to the IT goals. Lee mentioned that her and Lucinda would be sitting on the facilities master plan committee and they would bring information about that to a future meeting.

5. Expand Wi-Fi in Library

Steven said he has been receiving some complaints about people not being able to log into Wi-Fi with their iPhones. Carl informed him that the downstairs lab is now the designated area to go for Wi-Fi help. Lee distributed a handout that shows the amount of usage at a specific day and time. She explained that during 11:00 am and 12:00 pm is where the highest Wi-Fi usage is being seen. The handout showed how many people were logged in at the various locations. Lee also explained that there was an access point installed for troubleshooting in LC-137 and that it can also be used for student use. She briefly gave an overview of the other locations; including the access point located in the IT office for configuration and trouble shooting purposes. Jack asked if there were any plans to put an access in the Teleconference center? Some discussion took place about the pros and cons of putting an access point in the Teleconference center. Lucinda asked if there were any plans on expanding the Wi-Fi to the southern part of campus by Automotive and Health Occupations. Steven said he had also discussed that previously Lee. Patrick explained that it would be challenging to install the port and access point in that area. It was also discussed that there aren't any outlets to plug into and there is very limited seating and limited sheltered areas also. Lee informed the committee that at this time she believes IT has fulfilled it's goal and is now providing adequate Wi-Fi to the campus. She also reminded everyone that bandwidth on campus is shared by faculty, staff and students. Carl expressed his concerns over getting the information to the students in regards to where they should go for technical support. Patrick suggested it be on the log in page which was agreed upon. Carl also mentioned that it would be good for Talon Marks to write something about the support area for Wi-Fi. Steven said he would work on getting the information into Talon Marks. Lucinda asked if the information shows that the LRC is the most popular area and Lee said yes that the LRC is the most popular by far of all the locations. She also said the feedback has been positive since the latest changes. Jack asked if there was a line item in IT to fund future growth. Lee explained that IT does not have designated funding for Wi-Fi. IT has funded all of the access points except for the two funded by the ASCC. She also reminded everyone that bandwidth on campus is shared by faculty, staff, MyCerritos, TalonNet and the students; and if we expand too much it will start to impact the ability for all of us to do our jobs on campus. Lee went on to explain that at this time she believes IT has fulfilled it's goal. The most popular spots are now Wi-Fi capable and we are now providing adequate Wi-Fi coverage to the campus and have no expansion plans at this time. James shared his thoughts that the students might not be needing more Wi-Fi since most of them have access through their cellular devices.

6. DISTANCE EDUCATION ACCESS GUIDELINES (LUCINDA)

Lucinda handed out the cover page and table of contents to the Distance Education Accessibility Guidelines for Students with Disabilities. Lucinda explained that the

Chancellor's Office has been working on updating this document for the past two years and that the entire document is available at the web address listed on the cover page. The document provides some specific recommendations for access. It goes into problems that can occur and ways to resolve them. Lucinda and Carl have been working a sub committee (TBLC) and are currently working on the best way to introduce this document to the community. Lucinda also pointed out that the document has a very useful FAQ section. Lee suggested that perhaps this would be a good Staff Development presentation. Lucinda went on to share that these documents will be helpful in educating the faculty on the broad ideas and also the specific issues in regards to access. She also asked if anyone has any comments or suggestions they send them to herself or Carl.

7. OTHER ITEMS

Lucinda handed out a "Save the Date" flyer for a free training for faculty and staff on Smartxt, which is a software program to incorporate e-text which will help students with e-learning. She gave a brief description of the software and the ability it has to capture text which can be used as a tool in teaching. There were no other items discussed.

8. NEXT MEETING

The next scheduled IT Standards meeting is for March 11, 2011. Lee will be on vacation and Patrick will conduct the meeting.

9. ADJOURNMENT

The meeting adjourned at 9:42 am.