

**CERRITOS COMMUNITY COLLEGE  
INFORMATION TECHNOLOGY STANDARDS MEETING  
APPROVED September 9, 2016**

<b>PRESENT:</b>	Patrick O'Donnell	Michele Kingston
	Javier Banuelos	Erik Duane
	Barbara Soden	Vykki Morgan
	Mauricio Pedroza	Patty George
	Mayra Radillo	

**GUEST:**

**ABSENT:** Terri Lopez, Bernie Negrete

**1. CALL TO ORDER**

Patrick called the meeting to order at 9:03 am.

**2. APPROVAL OF MINUTES**

Vykki Morgan made a motion to approve the May 13th minutes and it was seconded by Erik Duane. The minutes were approved without discussion and with 3 abstentions.

**3. INFORMATION TECHNOLOGY STANDARDS DISCUSSION**

Patrick O'Donnell opened the meeting with a discussion on ELMO document cameras. He said that there is an issue with them not being able to close down and that it is not conforming to our podiums. He suggested that we remove the ELMO document camera from our standard and only have the Hovercam Ultra 8 on the standard. Patty George asked if a change could be made to the structure of the podiums. Patrick said that she would need to discuss the idea with the Dean of her department about how to design them better for instruction. Erik Duane motioned to accept the removal of the ELMO cam, Michele Kingston seconded the motion, and motion was approved.

Patrick mentioned that the X-140 speaker will be discontinued and that he would like to replace the standard with the new Logitech Z200. Erik motioned to replace and Javier Banuelos seconded for an approval.

Patrick continued on with information about the Shared Government Committee Survey. He said that there were 226 participants in the survey and 13 Information Technology Standards participants. There were good results for Information Technology Standards. Patrick proceeded to read some of the responses to the survey pertaining to I.T. Standards.

We moved on to discuss goals for I.T. Standards. Patrick said that we need to update the Information Technology Master Plan to include Wi-Fi and Aruba information. Vyki Morgan mentioned that we need to analyze Microsoft Students on how best they work before we move forward on it. Patrick stated that our department is short staffed but this is on our agenda to review. Patrick updated the committee on passwords changing for students. Thursday, 20th of October we will go live with new student emails. Vyki had questions about "Google for Education". She asked, "What is available to us and how can we inform Faculty"?.

Javier Banuelos mentioned that the Center for Teaching Excellence has been giving attention to "Google account". He would be willing to appear at Faculty Senate to introduce and instruct. Vyki asked for guideline on how to use it. Vyki asked Patrick if Cerritos College is a "Google Education" school. Patrick said that we are but he would have to check on accessibility and other things before we can recommend implementing these items.

Patrick said that "SharePoint" will be used more for collaboration rather than websites.

Patrick asked if there were any items that should be put on the agenda for the November 18th meeting. Vyki said that she would like to have a "wifi" conversation in the next meeting. The October meeting was cancelled due to scheduling issues.

#### **4. NEXT MEETING**

The next scheduled IT Standards meeting is November 18th, 2016 at 9:00 am in SS-16.

#### **5. ADJOURNMENT**

The meeting was adjourned at 9:44 am.