Present:

Members
Leigh Buchwald  Nancy Martin
Rosalinda Buchwald  Joyce Miyabe
Patti Gonsalves  Jim Pierce
Paula Green  Jesse Sanchez
Kim Holland  Linda Welz
Lari Kirby

Absent:
David Casey  Sandy Lindoerfer
Jolie Elman  Steve Lindsey
Katherine Halcrow  Marcy Morris
Lan Hao  Lois Papner
Glenna Johnson  Maryann Rachford
Dave Kary  Tonya Ryan
Bill King

Guests:
None

Handouts:
1. Shared Governance Committees meeting schedule for 2007-2008
2. CITC Intranet site front page
3. Draft of Citrus College Computer Use Policy

Call to Order:
The meeting opened at 2:45 p.m.

Minutes
The meetings were approved as read.
1. Introductions

Linda Welz introduced the new student representative, Jesse Sanchez. Then the returning members introduced themselves. Debbie Vanschoelandt is a new member of the committee.

Action:

1. Linda will add Debbie Vanschoelandt and Jesse Sanchez as members to access the CITC page on the Intranet.
2. Leigh will work out something so Jesse can access the Intranet.

2. Meeting schedule for Fall 2007

CITC will meet the 1st and 3rd Thursdays except the month of October and December. The meeting scheduled for October 18, 2007 has been cancelled. The next meeting will be November 1, 2007.

3. Intranet site for CITC

Members were asked to watch for updates, minutes and agendas on the intranet. Each member will have CITC listed under My Communities on their Intranet page. Then you can click on it to go to the CITC page. Reference the handout.

4. Review of new and updated applications on campus

Linda discussed changes taking place in the technology world. Sungard Products, upgrades to current programs, as well as Third Party applications that have been installed or will be installed in the coming year.

Sungard Products
- Banner Student and Human Resources – is underway
- Xtender – a document scanning software that goes along with Banner products. Xtender is up and running in some offices.
- AppWorx – a job scheduler software we are just getting up and running. An example is that you can schedule a job for 2 a.m. and have it ready and emailed to someone by 6 a.m. in the morning.
- Financial Aid – is in setup now; they will be able to start taking applications for Fall 2008 and Spring 2009 in March 2008.
- WorkFlow – we will start using it in Fall 2007. The product will automate the process of running reports, such as scheduling all of the reports that need to be run on the first of the month.
- Luminous Campus Portal – is not expected until Winter 2008. Everyone will get an account allowing them to customize their own page. The college will be able to post messages on their individual portals, such as “It’s time to register.”
- DegreeWorks – this is primarily a tool for the counselors. It will take 9 to 12 months to have it up and running,

Third Party Applications
h. CI Tracker – it is used for tracking student attendance. It will be used by the college for reporting purposes and it allows the instructors to track student lab hours.

i. Scantron – we are moving away from our old scanners. The new scanner and software will do much more.

j. CurricUNET – it is used to develop new curriculum. It has many features that will be used eventually, saving money and resources. The curriculum committee can now view Curriculum online using CurricUNET.

k. SARS – this is a tool used by the counselors to track appointments. With the upgrade Students will be able to schedule appointments online and with the call feature the students will receive reminder calls. The Early Alert system is another important component.

l. Accuplacer – our current product was just upgraded to a new platform last week. It is a testing software.

m. Label Printing – will now be done by ReproGraphics. TeC Services produces the list and then ReproGraphics prints the labels, postcards, etc. There will be a request form that requires approvals.

n. CollegeNet – also known as Resource 25 or Schedule 25. This software is being used to schedule the classrooms on campus. It is an event scheduler as well as academic scheduler. We are just starting to use this product. Linda talked about the many additional components built into the software.

o. Chi Tester – an upgrade was installed recently. The old system would not allow the volume that the upgrade does.

5. Computer Acceptable Use Policy Draft

Linda was pleased with how far we have come with the draft of the CAUP. There is a placeholder for the section on Web Services, page 10. There are issues that need to be addressed, technology, email, copyright, and passwords. Linda suggested that the document be cut-up into small pieces. Brown University is a good example of what she is recommending. We would need a technology piece, and then there could be a reference to 4CNet’s policy online rather than put the whole document in. What 4CNet is and why we need to follow their policy needs to be explained. General use policies and email would go first then copyright, passwords, and web services can come later. The expectation of privacy needs to be addressed. People need to be aware that the computer is the property of the college, therefore can be searched or taken without notice. The password section can be added to the first policy since it is such a small item.

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Action

3. Linda asked Leigh if he would get the information on passwords.

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Once the CITC committee has approved a policy it needs to go to the constitute committees for their approval. The Constitute committees are Academic Senate, CSEA, Management, Students, and Supervisors/Confidential. By doing it in smaller pieces it will not be as overwhelming when it goes to the different groups.
Action
4. Kim Holland moved that we make the modifications as suggested by Linda Welz. Lari Kirby seconded the motion.

The revised draft will be posted on the intranet by the 1st of November. Send edit items to Linda before then.

Action:
5. Committee members will review and approve some of the parts of the Computer Acceptable Use Policy at the next meeting.

6. The subject of student email accounts was discussed. Linda said she would like to hear from the students if they would like to have email accounts. Jesse invited Linda to the next student meeting to update the students and to talk about the subject of email accounts. Jesse felt having a college email would be more professional. Patti thought it would be advantages to Admissions & Records, because not all students want to share their personal email addresses. Leigh said there are legal ramifications that need to be discussed. Joyce mentioned that in WingSpan faculty can update student email addresses.

7. Kim brought up the need to survey students. For now, there were no solutions. It was brought up that in luminous we will be able to survey students.

8. CCC Apply
We have been a member of CCC Apply, a program through the Chancellor’s Office, but have not implemented it until now. It allows a student to fill out an application and then send it to several colleges.

9. Technology Planning Document
Linda said the next thing we need to work on is the Technology Planning Document. Linda suggested using the SWOT analysis method, by assessing our strengths, weaknesses, in addition to looking at the opportunities and identifying the threats. We need to look at where we need to improve and update. Linda will put some examples of SWOT reports out on the Intranet.

We have an infrastructure that has to be updated. It is 10 years old. Leigh explained the benefits of upgrading, such as more bandwidth. More bandwidth will allow video streaming, podcasting, and ways to enhance online student services. We will need new equipment in every building. The project will take 4-5 years at a cost of 1 ½ to 2 million dollars. We will need new equipment in every building.

10. The next meeting is November 1, 2007 at 2:40 p.m. in FP 100.

Meeting adjourned at 3:40 p.m.