Citrus College  
College Information Technology Committee

CITC Meeting Minutes  November 10, 2009  Library Fishbowl

Members Present

Linda Welz - Chair  Lari Kirby  
Leigh Buchwald  Jim Lancaster  
Rosalinda Buchwald  Joyce Miyabe  
Tamara Dubuni  Lois Papner  
Patti Gonsalves  Gerhard Peters  
Paula Green  Jim Pierce  
Dave Kary  Debbie Vanschoelandt

Guests Present

Maggie Lin

Handouts

• Revised Schedule of Meetings for 2009-2010  
• Minutes of the October 13, 2009 meeting  
• Citrus All Employee Survey Questions for Approval  
• Copy of survey results from other colleges

Call to Order

Linda Welz opened the meeting at 2:40 p.m. in the Library Fishbowl.

Welcome

Linda welcomed the guest, Maggie Lin as student from ACSC, and had the committee members introduce themselves.

Minutes

The minutes of October 13, 2009 were approved. MSA Kirby/R Buchwald

Survey and CCSSE

Linda explained we have the opportunity to add questions to the All Employees Survey and the CCSSE (Community College Survey of Student Engagement). Copies of the questions chosen by the task force were passed out. They would like to add one additional question, “I am satisfied with the support I receive when I need assistance with technology.” Linda asked if the committee agreed and they all agreed.

On the CCSSE, Lan has the option to add up to 15 questions. We don’t know if we will be the only ones that want to add questions. CCSSE has a set of approved questions and the task force went through and selected five. If there is more room we will add additional questions. The questions are prioritized starting with the first question. Linda Welz explained why they
choose each of the questions. The committee discussed the meaning of the questions. The University of Texas, the sponsor of the CCSSE gets almost a 1000 responses from students. The questions chosen were ones that will give Citrus responses needed for planning. The questions will be passed on to Lan Hao.

The Task Force started discussing other possible questions that can be used on a survey from CITC. A focus area needs to be defined, is it going to be a satisfaction survey, and what do we need for planning. Example: How would you like training to be provided? Linda said she would like to have a summary of our work request at the next meeting so we can get the breadth of where we are getting requests. Dave Kary brought up that what he is seeing the academic program reviews is different. What we need for academic will not be the same.

The task force is going to get back together and discuss these items and then bring a report back to the committee. Program review will be discussed at the next meeting.

**New AP Web Use Policy**

The committee will need to write an Administrative Procedures for Web Use Policy. It needs to include what’s appropriate in the web publishing world and we need to know and define what described polices, regulations and rules are available from other sources. Web policy isn’t just about our web site; it includes iTunes, Twitter, Podcasting, social networks, and others. All need to be included in the policy.

Copyright infringement, accessibility (web page, video, and audio) and appropriate material on posted web pages need to be included in the policy.

Linda gave an example of clip art that was used on a Citrus web page that had been copied from another source was illegal and it cost the college $2400. In another case the person thought the images were covered by a Citrus license that was 10 years old. That cost for that error was $6000.

Leigh reported on information he learned at his meeting in Sacramento that will need to be addressed. Other members joined in the discussion especially about academic freedom. This is a topic that needs a lot of discussion and research.

Jim presented iTunes. He showed all of the resources available on iTunes and mentioned the departments he knows that are already using iTunes. Jim has a program for students to create instructional content. He mentioned the possibilities available for use in mobile learning. Linda explained how easy it is to create the student content videos with Apple. Citrus is using Creative Commons licensing. Jim explained what Creative Commons is and why it is used. Paula Green researched Creative Commons and found out most schools are using it. Once again this will need to be included in the policy.

Linda understands the college is going to bring in a copyright lawyer to do a presentation.

The consensus was that Citrus needs a policy soon. Linda said the policy may need to be modular, working on the pieces as we go.

Jim gave an overview of approvals the students have to get before doing their iTunes U projects.
Linda would like to get a Task Force of 3 or 4 people together to develop an outline/structure of what is needed for the AP. We also need to identify what is the college’s responsibility.

Leigh loaded iTunes on the computer in the fishbowl and Jim was able to show everyone how to access it and all the items available.

Linda announced we now have licenses for Liquid Library images that can be used on the web. Three people are licensed to download images. Hopefully, this will help in the future.

**Adjournment**
Linda thanked everyone for attending and the meeting was adjourned.

The next meeting is **Tuesday, December 8, 2009 at 2:30 p.m. in the Library Fishbowl.**