TECHNOLOGY COMMITTEE  
Minutes of Meeting  
December 2, 2013

ATTENDANCE: Ron Drieling, Steve Erwin, Maureen Gallagher, Barry Gribbons, Alex Halcyon, Paula Hodge, Rick, Howe, Hsiawen Hull, Claudia Kirby, Scott McAfee, Rick Olsen, Justin Smith, Jim Temple, Ryan Theule, Stephanie Valencia (ASG Rep), Brian Weston

CALL TO ORDER: 3:15 pm

PRELIMINARY FUNCTIONS

1. Welcome/Introductions  
Jim welcomed everyone to the meeting.

2. Approval of Minutes  
Minutes from the November meeting were approved.

3. Approval of Agenda  
Additional item was added to the posted agenda (discussion on Office 2013). The revised agenda was approved.

4. Ed Tech Update  
Rick Howe: John Makevich will be holding workshops focused on ensuring that online courses meet accreditation standards.

Ebony Coburn resigned for a new job.

5. Online Services/Website Upgrade Update  
Jim Temple (on behalf of Mike Gunther): The website upgrade is going well. Hourly employees were hired to help move over non-instructional web pages, as well as some archive PIO press releases. Mark Daybell’s web design students will be helping by reviewing the site and adding input/feedback. The new main page was accessed for demonstration (www2.canyons.edu).

The old site will still be accessible as it has to remain up until all the academic departments and faculty pages have been moved over. Will be focusing on the academic departments and faculty web pages starting spring. Workshops/training will be scheduled (starting with Flex week).

6. Requiring Section 508 Training for Web Authors  
Scott McAfee: There is a need for Section 508 training for web page authors, much like the requirements that are made of the faculty hired to teach online courses. Require those who edit their web pages have the same understanding. Barry suggested making the training less than an hour, maybe make it part of MAC training that they do. Contact Leslie Carr to be added to the next training and cc him and Jim. Scott added that he could also be “tagged” along with Pete Hernandez on the upcoming training on SharePoint.

7. Computer “Freshness Date”  
Hsiawen Hull discussed the idea of “computer freshness dates” which would be a date designated after a certain amount of time when the equipment no longer becomes supportable (hardware no longer available or does not support updated software) and put it before the committee for feedback. Barry added that you can’t really tell someone that they can no longer use a piece of hardware but letting them know it’s not going to be supported after a certain date is okay.

Brian Weston gave an example - laptop cart in LTLC that is now almost 7 years old and becoming increasingly time-consuming just to update. The department doesn’t have the funds to support them (hardware). Paula Hodge asked if the computer(s) can’t be repaired/supported, will a replacement be given. Brian explained that the carts/laptops were purchased with department funds/grant. Barry added that the District provides every employee a computer, either a desktop or laptop. Some may have an additional computer (like a laptop) that was purchased through a grant or other means (as in the case of the laptop carts). So, when those become obsolete, we wouldn’t necessarily replace it.
(demand may no longer be there) but if there is a demand for it, then the department should put in a request for additional funds to support the computers through the normal budgeting cycle.

No objections were voiced. Hsiawen will put together the proposal and bring it back to the Committee for approval in March (next meeting).

8. **Mail size limits on distribution lists**
   Jim Temple: Restrictions were put on the attachment size that was allowed for coc-all years ago (512 KB), but that same restriction was not put on other distribution lists. People have found that instead of sending to coc-all, they can send to individual distribution lists and get the email to the same people without having to worry about the size of the attachment (educational administrators, classified, confidential, etc.). For example, COC Alumni sent out an email with invited alumni to homecoming week that was almost 5MB, and an email regarding the recent Halloween party was 3MB.

   The following suggestions were given:
   - Offer training on reducing attachments
   - Contact repeat offenders

   If the decision to set a limit was decided upon, the committee agreed to keep size restrictions the same as the limit set on coc-all. Jim stressed that this would not apply to personal lists that users set up but to global / mandatory distribution lists (i.e. Classified, Classified Administrators, etc).

9. **Faculty & Staff Survey Results**
   Jim Temple: Jim passed out copies of the survey results and talked about the findings and how to improve areas that need it. Focus of discussion was on communication with faculty when issues arise in the classroom. Currently there are signs posted by the classroom phones on what numbers to call for help.

   Suggestions given:
   - Include information in faculty handbook
   - Handout(s)

10. **Copier RFP**
    Jim Temple: Continuation of last year’s print management project (what, where, how, etc). One of the key recommendations was to migrate a lot of what is printed away from deskjets and laser printers, and move over to copiers. Plus side = more efficient, allows for duplexing, more functionality, maintenance contract. Working on RFP (request for proposal) to send out to bid as well as meeting with Executive Cabinet members to look at ways we can optimize how we print. Barry added that the goal is to move to a model like that which is currently being used for faculty offices (print to a gang printer) and reduce the number of printers being used. Current fleet of copiers 7 years + thus the new models will have more functionality.

11. **Office 2013**
    Brian Weston: CSS will be upgrading faculty/staff to Office 2013. Currently using test group (Financial Aid) to help work out any bugs. Announcement will be made in the next newsletter, as well as information on workshops. Pete Hernandez will be teaching classes starting in January. Workshop attendance is required in order to have the program installed. This applies to staff only. Student labs will be done according to CIT’s schedule of when they will teach it. XP is not compatible with 2013.

12. **Other**
    - Send Jim any suggestions for future meetings.
    - March meeting - will be discussing software budget (how much, where does it go, etc) as well as what directions we will go regarding Adobe licensing.

13. **Adjourn**

*Next meeting:* March 3rd, 2014