Meeting of October 16, 2012
3:00 pm, HLRC-4B

Attending: Mary-Jo Apigo, Marcus Butler, Josefina Culton, Nick Dang, Carmen Dones, Eric Ichon, Helen Lin, Manish Patel, Jan Pfeiffer, Bob Sprague, Vidya Swaminathan, Ken Takeda

Guests: Leo Calderon, Michelle Long-Coffee, Eric Ichon, Jason Irish

1. **Action Item**: Minutes of 9/18/12. Minutes were approved with the following corrections: 2.c. should be “develop two measurable outcomes for each goal” and 3.b. –last line is duplicated.

Nick Dang introduced Jason Irish, Technology Coordinator Project Manager for the Build-LACCD program for West. His start date was 9/24/12.

2. **Implementation Plan for Content Management System (CMS)**.
Michelle Long-Coffee gave an update on the content management system (CMS) for the WLAC website. Omni Update is our current content Management System. Kentico is the new system that is more user friendly and the college doesn’t have to renew their license every year. The annual maintenance fee is less than we pay for Omni Update. Kentico has been recommended and approved by College Council and the President.

Eric Ichon announced there will be a trainers group consisting of six-seven people from IT, Distance Learning, and faculty. Training for Kentico can be done for faculty through Tech Fair. Training for department chairs and Academic Affairs staff will be handled by Michelle Long-Coffee and Clarissa Castellanos. It was decided to establish a sub-group or Task Force to work on page design and web content. Eric Ichon distributed copies of web-team planning from the Kentico meeting of October 9, 2012. There was discussion of web content for faculty pages. Nick Dang reported that the college is still waiting for Kentico to be funded and this committee needs to come up with a plan to present to Kentico before purchasing the system.

Nick Dang will have oversee the training of the task force. A Task Force User’s Group will be composed of the following: Eric Ichon, Juan Chacon, Clarissa Castellanos, Michelle Long-Coffee, and Nick Dang. Juan Chacon would have a primary role with the faculty and international student web sites. Michelle Long-Coffee is working on planning and migrating to the new system in spring 2013. She has been designing templates and looking at the order in which pages should go first, second, and third. The faculty page would go first, then the international page and everything thereafter that is in Omni Update. Ken Takeda will commit to get the funding for Kentico within the next two weeks.

3. **Email Storage and Online storage Limit Increases**
   - Nick Dang reported that he can go up to 2 GB for high-demand users such as department chairs and managers with the 2010 Exchange.
   - West currently has 2003 exchange and plans to have 2010 Exchange in place by January 2013.
There was discussion of digital curriculum (content) storage space and Kentico is a good system for storing this.

There was discussion of holding workshops for faculty regarding cleaning up their emails and cleaning out their recycle bins offered through Tech Fair workshops.

**Action Items**:

- Nick Dang will check with Larry to find out if faculty could receive a warning that they cannot send or receive emails and to archive and delete their emails.

4. **Advertising Software Licenses** – West has bought a license for an entire Adobe Suite platform. The committee agreed that the IT department should advertise what software is available to faculty. This could be a one page listing for faculty and staff to see what software licenses are available for updates.

5. **Apple Support** – IT supports Apple academic computing 100% but feels that instructional assistants should support instructional labs at the college. A written policy for IT’s support of academic computing and instructional labs will be an agenda item for next month November 20th meeting.

Judith and Bob Sprague will collect technology plans from Technology Committee members.

Next Technology Committee meeting is Tuesday, November 20, 2012.

The meeting adjourned at 4:28 p.m.