



Technology Resource Team Meeting Minutes

Meeting Information

Date: 3/14/2018
Time: 2:30 PM
Location: EW 205

Type of Meeting: Regular Meeting

Meeting Facilitator: Mike Campbell

Meeting Activities

Call to Order:

Mike Campbell called to order the regular meeting of the TRT at **2:35** on **3/14/2018** in **EW 205**.

Roll Call:

The following persons were present: Mike Campbell, Paul Kuttig, Sylvia Sotomayor, Robin Duff, Rebecca Pang, Matthew Hightower, and Sam Ortega (student rep).

Guests: None

Meeting Minutes Approved: The meeting minutes were reviewed and Sylvia Sotomayor had a correction, after which the meeting minutes were approved after Rebecca Pang made a motion and Robin Duff seconded the motion.

Discussion Issues

Topic – Safety Awareness:

Michael Campbell did a demonstration on the Safety Awareness and on the IT System Status page. The site, <https://it.kccd.edu>, allows College users to see the status of Technology projects at the DO, the state of systems, etc.

Action Item: None.

Topic – Banner 9 upgrade:

The week of April 23, Banner training will be available for basic overview training. This is not intended for “power users” but is geared for getting people familiar with it.

Action Item: None.

Topic – Moving to the Cloud:

The DO is wanting to move a number of our onsite services to the Cloud. This move will eventually free up the IT staff at the DO. Our Exchange server will move to the Cloud in the form of Office 365 before the Fall semester, allowing more functionality on the web side (OWA) and will provide greater inbox space (50GB vs 2GB). Students will eventually move to Microsoft (away from Google), in order to connect students to College resources better. Sylvia brought up the possible issue of students saving documents to Google Drive and how Google integrates with Canvas. Michael said that Canvas would not have any issues integrating with Microsoft and students would still have resources available to them. In future, our bandwidth should increase

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Action Item: None.

Topic – Hardware Replacement Plan:

The plan was submitted to College Council. Replacement is done by model now and people can figure out when they are eligible for the upgrade. The new HRP will be on the Website under the planning side.

Action Item: Sylvia will upload the file to the website and will send the link to us so we can pass that information onto our constituents.

Topic – Improve Meeting Technology:

Matt Hightower brought up the need for better technology for meetings, especially for those attending remotely. Zoom was suggested as the best way for meetings to be held for those attending remotely. Discussion came up regarding how to improve the Zoom meetings by installing cameras in each classroom, so people are not limited to iTV rooms. Other suggestions were making documents more accessible/readable. TRT can pilot ways to help improve meetings.

Action Item: None.

Information Issues

- a) Michael Campbell presented his program review to College Council. Sylvia has uploaded the Program Review to the website.
- b) Matt Hightower had nothing to report from PedTech.
- c) Rebecca Pang gave a report regarding OEI. They are working on integrating Illumina in Canvas. More people are being requested to pilot Illumina in Canvas. UDOIT will be integrated in Canvas as well and a Heruku server is being considered for use.
- d) Sylvia stated that the District is looking to overhaul the websites again in order to improve the functionality and to provide for other features that can be added.

Future Meeting Dates

- a) Next Meeting: April 11, 2018 at 2:30PM in EW 205
- b) Schedule: Every second Wednesday at 2:30PM in EW 205

Future Agenda Items and Review of Action Items of Current Meeting

No agenda items or review of actions at this time.

Adjournment

The meeting adjourned at 3:25 PM

Recorded by: Paul Kuttig

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