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Agenda

Technology Coordinating Committee
March 19, 2008
2:30PM Isadore A. Sharger Boardroom, M2-1

I. <u>Approval of minutes</u> from February 20, 2008

II. <u>Old Business</u>
    Continuation of planning for the next Technology Plan
    1. Review of sub-committee revised guidelines suggested at the last meeting (Attachment A)

    2. Report from Sub-Committees
       The sub-committees and associated issues are listed in Attachment B

III. <u>New Business</u>
     Discussion of Distance Education Guidelines (Schermerhorn)
         Issue: Should the TCC be part of a review mechanism when guidelines concerning technology are revised? Last discussed at the October 24, 2007 meeting

IV. <u>Next meeting date April 16, 2008 at 2:30PM in the B2-26</u> – Note this one time room change.

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Attachment A - Revised

Proposed Guidelines for TCC sub-committees related to recommendations on technology issues

   I.   Develop the issue statement (problem statement)

  II.   Document facts related to issue

        a. List all parties impacted by the issue

        b. Develop issue details and impact statements

        c. Define business process ownership with associated maintenance issues

 III.   Explore alternative solutions

        a. Document pros and cons of each solution

 IV.   Consult with technical staff to ensure recommendation is viable

  V.   Provide cost and projected resource allocation associated with the recommendation.

 VI.   Present the recommendation of the sub-committee to the TCC for review (with associated documentation developed through the investigation phase).

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Attachment B

A list of the current/future technology issues from the January 2008 meeting was referenced in the minutes as well as on an abbreviated list within this agenda. It was determined that the committees take a meta-solution approach by categorizing the 11 issues and assigning a sub-committee to each category. Below are the issues numbered in sequence (not in order of importance) followed by the associated Categories and the associated volunteer Convener. The Convener will contact members of the TCC and members of the College Community as needed to explore the issues.

I. Security Issues-Tom Hawk- 2, 4, 6, 10, 12,
Other members: Bill Bromley, Todd Murphy, Bhavesh Bambhrolia
2. Business Continuity – Are we prepared for a data loss caused by a natural or other disaster? Can we sustain important business functions? Do we have adequate data redundancy? How will we react in a crisis?
4. Using public web storage for College course materials. – Should all College course data be centralized for privacy as well as protection?
6. Electronic signature issue for students and staff
10. Identity theft and the impact on students and staff. Students who lose their SSN and/J# are at risk of having their MyCCP account violated.
12. Document Retention – electronic and paper

II. Technology Infrastructure-Jody Bauer & Bill Bromley- 1, 3, 11
1. As we move to increasing the size of our Internet bandwidth capability, do we need to begin to regulate the traffic? Do all Internet requests have the same priority? An example: Are requests for mp3 downloads a high priority?
3. VoIP implementation – What are the implications of converging voice and data? Are policies around this new functionality required?
11. USB drive issue. Many institutions have banned the use of these drives on public access terminals. They are now equipped with a mini-OS that can bypass any lock-down on the workstation thus opening the workstation and available resources to the student.

Attachment B

III. Teaching/Learning Instructional Resources- Jae Fisher- 5, 7, 8, 9
Other members: Ruth Baker, Noelia River-Matos, Arnold DiBlasi,
Dave Freeman, Kate Drobile

5. The physical environment of the offices and classroom spaces should be reviewed to meet a technology standard of the future.

7. Are smart carts the past or the future? What will the classroom of the future need to support in order to engage students in the learning process?

8. Faculty printing solution. Currently no printing solution that accommodates faculty offices is available. Private printing, etc…

9. Does technology pose a barrier to students? Are we able to support the distance education students via the existing open computers?
Should we be supporting them in this fashion? ***It was suggested that we add faculty & staff barriers to this issue.***

IV. Communication –Jody Bauer & Frank Bartell
Communication Issues around sharing information electronically
related to the web, e-mail, Right to Know, Does the College meet regulations related to information sharing, development of the broad policy ground rules around technology. (No specific associated issues from the last meeting.)