

IT COMMITTEE MINUTES

September 12, 2017 • 11:00AM • CCCR

Present: Lisa Jeraan, Sally Ann Andrike, Angie Fanafal, John Arnold Villafania, Boni Sanchez, Monica Gordon, Chris Sebastian, Curtis Vila, Ed Williams

CALL TO ORDER: Boni called the meeting to order at 11:10 AM

REVIEW OF MINUTES: Minutes from June 13, 2017, approved. Moved by Angie, Second by Lisa. Approved with no abstain.

UPDATES:

1. Website update

- o The website just needs department chairs/head to write articles for their respective departments. Va will meet with the department with the chairs to discuss this topic further.

2. SIS Update

- o Next meeting IT Department will give further updates regarding the SIS

3. Faculty Laptop Replacement

- o All faculty laptops were already replaced with a new one from 2016 up to this year, 2017. The last batch of faculty laptops was replaced this semester (fall 2017). Faculty laptops should be replaced every three years as per the Technology Equipment Replacement Policy.

4. IT Masterplan- The SWOT analysis has been executed and reviewed

- o Under the leadership of ITC, the committee created a focus group with few members (Dean of Academic, HR Director, CFO, and IT Director, & DLC Coordinators). During the meeting, the IT Director presented the SWOT survey results done in 2014, although the group agreed to use the data from that survey still, they recommend to do another SWOT survey to include the Distance Learning Center and CMI stakeholders. The SWOT survey was conducted in all DLC on August 14-18 while for CMI Stakeholders were conducted on August 21-25. The ITC focus/working group met on August 28, 2017, and discussed the results and the data collected during the survey
- o IT Masterplan is now ready to be presented to the EC. Approval of the document has been moved by Boni and Seconded by Va.

5. Approval and presentation to the EC

- o Site Posting Procedure is now ready to be presented to the EC as an FYI. Approval of the document has been moved by Boni and Seconded by VA

6. IT RSA FY17-18 Updated

- o EDIIE Director was removed from the membership

- o The meeting was proposed to be held every three months on the 2nd Tuesday at 11:00 am. A special meeting can always be held in case necessary. The reasons are:
 - i. The Committee is barely amending and create IT Policies and Procedures
 - ii. Not may technological issues have been reported during the ITC meeting because the IT Department has addressed and resolved the issue most of it, if not all.

Approval of the document has been moved by Boni and Seconded by VA

- 7. **IT has demonstrated how they use technology to encourage CMI 101 students to listen through the use of PowToon.**

ADJOURNED: 12:28 PM

Minutes Approved August 28, 2018