Technology Planning Committee Minutes

September 11, 2014

Bldg. 8, Room 119

Present: Lena Mira, Mike Ferrari, David Meckler, Yoseph Demissie, Maria Huning, Nathan Staples, Jose Garcia, Vickie Nunes, Linda Hayes, Jane Rice, Mike Tyler, and Jasmine Witham, Lina Tsvirkunova, & Javier Santos.

Absent: Gregory Anderson, Leonor Cabrera, Valeria Estrada, Robert Haick, Chialin Hsieh, Mike Sinkewitsch, and Angelica Mendoza, student rep.

Item 1 - Introductions – no new members

Item 2 - Jasmine Witham presented an overview of “O365” - Office 365 are the services on the Cloud—all apps are for the PC only at this time; Office 2013 – Word, Excel, Access & PPT. The presentation on O365 included the new Outlook interface, OneDrive, Sharepoint and Lync; Yammer is a Facebook for the District and integrates with O365. ITS launched a new website and Jasmine clicked on the Information Technology tab and showed all the available video tutorials, including OneDrive from the portal page. OneDrive and Sharepoint are the same thing; if you use the MAC, you will need to go to the browser. Put in a work order for the installation of Office 365. Office 365 is the entire service; when you install Outlook this is the client; the latest version of Office 13 includes all features including Lync and OneDrive.

New features of Office 2013 – OneDrive is MS version of Dropbox; each employee gets 1 Terabyte on OneDrive; Jasmine suggested to upload the Technology plan on OneDrive – sync and annotate, work real time on the document, edit live in browser, indicates flag with name of person editing; save directly to OneDrive in Word.

Office365 – software – you do not have to use Internet Explorer; can use Chrome, for example.

Share option on left – save to the Cloud and click on Invite People – type names or email addresses; length cannot exceed 256 characters when moving files over… click share button; folks will receive an email that indicates the document has been shared; click on OneDrive – look at all files uploaded; left side – Shared with Me feature on left side; My Documents is for the OneDrive only…

Lync – instant message client; all have an account within the district. Log in with your email address; Must have a district email account; share desktops – fourth icon over (monitor) can have virtual meetings; can also do video conferencing; if requested, Jasmine can use the CIETL Center for training for faculty and staff;

Item 3 - Technology Plan – need to clarify goals and objectives; per President Buckley we need to have clear and succinct measurable goals and objectives in the Technology plan. The committee members rewrote the goals and objectives and all agreed to move forward with the plan to the shared governance groups.

Item 4

Next Steps – Present Technology Plan to Shared Governance Groups: Academic Senate, Classified, Associated Students, Administrative Planning Council, Instructional Planning Council, Student Services Planning Council and then present the Technology Plan to the Planning & Budgeting Council at their last meeting on 12/17/14.

Item 5

Calendar Upcoming Meeting Date and Time: December 4, 2014, 9-10:30 a.m. in 6-112.

Item 6 – Other – no items.