INFORMATION TECHNOLOGY DIVISION MEETING
January 09, 2009
Room 407B
Meeting Minutes

Those in attendance:

Tom Ashby	TC Coleman	Kathy Cupp	Gary Dominguez
Heather Erwin	Tim Green	Al Heitkamper	John Helton
Haifeng Ji	Sara Mathew	Anita Philipp	Akram Taghavi-Burris
Mary Williams			

Those not in attendance:

Doug Gregory - Excused
Mike Reeves - Excused

Dean Ashby started off the meeting by welcoming everyone back from Christmas Break and then announced the increase in the college's enrollment numbers, including an increase in the division's enrollment. He explained that the division increase seemed to be mostly in the beginning courses.

Dean Ashby let everyone know that there would be four new adjuncts this semester, in addition to all the returning adjuncts from last semester. He encouraged everyone to help them out if they needed anything.

Dean Ashby announced Feb. 1st through Feb. 28th as the dates for the faculty appraisal meetings and stated that he would likely be the person conducting the meetings.

Dean Ashby stated that Opening Day this semester will be different from the Fall semester. There will be no division table because there are so few brand new students; instead, volunteers will be helping students find their classrooms.

Dean Ashby mentioned that Video Services was making Promotional Videos again and asked if anyone thought the video needed to be updated. It was decided that Dean Ashby would distribute copies of the DVD to faculty so they could make decisions after having seen the video again.

Dean Ashby reported that the Dean's Council is putting down Budget Requests on paper and if anyone wanted to make any last minute requests for next year the deadline is Friday.

Professor Philipp asked if we could get new chairs for the teacher's stations in the classrooms.
Dean Ashby explained that they are trying to get new tables for the classrooms, but they are still trying to get through the new process of purchasing furniture.

Professor Heitkamper alerted everyone to the fact that Angel is being opened up to the students on Saturday, so faculty needs to go into Angel and block students from seeing anything if they aren't ready yet. He also mentioned the possibility of receiving a pilot program for Respondus that would create a new method for secure online testing.

Professor Heitkamper also reported on the new online book ordering system that is currently being developed, which will remove the need for a notebook with paper forms. Dean Ashby added that they are currently working on resolving some issues in order to make the system more efficient.
There was discussion about the mechanics behind this system, and Dean Ashby assured everyone that it will take less time than the paper forms as long as you already have the ISBN#, which will automatically pull up the book to be ordered, giving you less data to input. The concern with this system is centered on who will be the individual in charge of running this system.

Professor Mathew mentioned that in the Student Critical Intervention Meeting, they were told that if they have a student displaying suicidal tendencies, you can call 911 and ask them to do a Wellness Check on the student where they will drive by the student's house.
Dean Ashby said there will be more discussion on this.

Professor Cupp said she thought they needed to have a step-by-step instructional sheet that informs faculty how better to handle students in distress.

Dean Ashby stated that computers in rooms 121, 122, and 211 had been replaced and faculty needs to check that all the software they need is there and that all programs work as they should. If something is missing, Gary, Mike, and John Brumfield need to be informed so they can resolve the issue. He also reminded everyone that if the projectors are not working properly, you should change the resolution to a lower setting and if that doesn't solve the problem, then get with Gary, Mike, or John.

Dr. Aquino made an appearance and welcomed everyone back from the Christmas Break. He announced the increase in Enrollment, and discussed plausible causes for this increase, such as the recession urging workers to return to school for better training. He stated that community colleges typically serve a great role in pulling the country out of a recession by helping to train displaced workers.

Dr. Aquino announced the implementation of the new online book ordering system, saying it was predicted to be in place by 2010. He assured everyone that the process would be handled better than the Online Print Shop and that faculty would be involved with the development of the system.

Dr. Aquino wrapped up his talk by asking for any questions or concerns. Before leaving, he invited faculty to feel free to stop by his office for a visit if they had anything they wanted to discuss with him.

Dean Ashby reminded everyone that Monday is a holiday, Martin Luther King, Jr. Day, and the buildings would be closed.

Professor Williams asked how long students would be able to enroll without requiring signatures. Dean Ashby said that although Monday was a holiday, it would not be made up, and was being counted as a regular work day, so the time frame for enrollment wasn't likely to change.

Dean Ashby stated that the Summer/Fall Schedule, First Draft in print form is available in the Division Office and that faculty needs to check to make sure their information is all accurate.

Professor Williams asked if there was expected to be a new Microsoft Office to switch to for the Fall semester.
Dean Ashby answered that the new Office and the new Windows (Windows 7) were not going to be released on time for the Fall Semester.

Professor Philipp warned everyone to be careful about installing the beta version of IE (IE8) because it did not work with McAfee and it erases all previous versions of IE.

Professor Williams detailed her experience with what she suspects to be a new virus.
Professor Heitkamper instructed everyone not to ever click on anything that pops up that you think might be a virus, but to kill the process through the Task Manager. The reason behind this is that clicking on any of these pop-ups might trigger the execution of the virus.

Dean Ashby gave information behind Spyware Guard 2008, a virus that poses as a legitimate Windows process, which shuts off Windows Automatic Updates, the Windows Firewall, and blocks McAfee.

Professor Heitkamper suggested using Vipre, an anti-virus/anti-spyware program to protect your home computers from spyware. Professor Williams then asked if it was possible to get Vipre for the school computers since they had no anti-spyware software installed.
Dean Ashby said that he would look into it.

Professor Helton asked why we had not yet heard any information from Tech Support about these new viruses turning up all over campus.
Dean Ashby said he would bring it up with IITS, to try and get some kind of campus-wide notifications when Tech Support learns about new viruses like these that affect more than one machine on campus.

Professor Cupp showed interest in putting together some kind of handout that would explain how and when to defragment your computer.
Professor Heitkamper suggested if 1153 was redone, it might be beneficial to incorporate a section that focuses on how to handle defragging, updating, and other such processes that they don't have time to really cover in the Apps. Course.

Dean Ashby questioned whether or not Dual-Boot was still needed in the room 206.

The meeting was adjourned.