# Mt. San Antonio College
## Information Technology Advisory Committee
## Group Memory
## May 30, 2023

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|---|---|---|---|
| Denise Bailey   X | Katie Datko X | Anthony Moore X | Guest: Monica Cantu-Chan X |
| George Bradshaw  X | Angelic Davis X | Joe Vasquez X | Guest: |
| Michael Carr  X | Yvette Garcia  X | John Uy | Guest: |
| Deyi Chen | Mary McGuire | Vacant – Faculty DL | Guest: |
| Kelly Coreas  X | Jaishri Mehta  X | Vacant – Faculty SCE | Notes: Kate Morales X |

| ITEM | DISCUSSION/COMMENTS | ACTION/OUTCOME |
|---|---|---|
| 1.  Welcome | Anthony welcomed everyone to the meeting. | Information only. |
| 2.  Review May 1, 2023 Memory | The May 1, 2023 memory was reviewed and approved. | The memory will be posted to the ITAC website. |
| 3.  Project Prioritization | Monica reviewed the draft IT Project Proposal Intake Form and instructions for completing the form.  A website will be created to provide assistance with completing the form and define the difference between a project and a Help Desk ticket request. Anthony shared that the form might be long, but it is necessary to gather all the information for projects that may take hundreds of hours to complete. Additionally, IT will be available to help project sponsors complete the form. The information will help prioritize projects and add a layer of transparency on which projects IT is working on and their status. One of the goals of this process is for departments to contact IT when they are thinking of new projects so IT may assist with the planning for implementing new items. | The draft documents will be sent to ITAC for review. Please send comments to Monica and Anthony. |
| 4.  ITAC Goals Update | The draft report was shared with ITAC. Please send edits or suggestions to Anthony. | IT will submit the Goals form to the President's Office by June 9. |

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|---|---|---|
| 5. Membership Terms Ending | The Committee reviewed the membership terms that end in June 2023. | IT will contact the appointing bodies to request new members. |
| 6. Academic Technology Update | Michael reviewed the progress on selecting a remote support tool. Lee Jones is leading the committee and sent an invitation to ITAC members to join the evaluation team. Vendor demonstrations will begin over the next couple of weeks. | Information only. |
| 7. Other Items | The next meeting is September 5, 2023. It is the first Tuesday of the month due to the holiday on September 4, 2023. | Information only. |
| **Accreditation Standards**<br>IIC: Student Support Services<br>IIIC: Technology Resources | | |