

**Mt. San Antonio College
Information Technology Advisory Committee
Group Memory
November 6, 2023**

Denise Bailey X	Angelic Davis X	Anthony Moore	Vacant – Faculty DL
George Bradshaw	Yvette Garcia X	Joe Vasquez X	Vacant – Faculty SCE
Michael Carr X	Mary McGuire X	Guest:	Vacant – Student Rep 1
Katie Datko X	Jaishri Mehta X		Vacant – Student Rep 2
			Notes: Kate Morales X

ITEM	DISCUSSION/COMMENTS	ACTION/OUTCOME
Welcome	Michael welcomed everyone to the meeting.	Information only.
Review October 2023 Memory	The October 2, 2023 memory was reviewed and approved.	The memory will be posted to the ITAC website .
Draft of Year 2 Survey of Students and Employees	<p>ITAC reviewed the draft of the student and employee survey. A couple of typos were found and corrected. Jaishri recommended that Anthony connect with the Academic Senate to encourage faculty to complete the survey.</p> <p>On the employee survey, the committee recommended adding an open-ended comment box under the question about how an employee submits a technical issue. The open-ended comment box is to collect data to inform IT of the myriad of ways an employee might submit a technical issue.</p>	Please submit any additional survey suggestions or comments to Anthony.
Final Review of ITAC Purpose and Function Statement and Goals Documents	ITAC reviewed the purpose and function statements and membership information. There were no suggested changes. Mary indicated that she may be on leave for the spring semester and it was recommended that she contact Academic Senate to see if an alternate representative will be assigned to ITAC.	The documents will be submitted to the President’s Office by November 22, 2023.

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	The goals document was shared with ITAC via email and there were no suggested changes.	
Academic Technology Update	Michael shared that his team submitted a computer hardware replacement cycle and budget to Dr. Garcia. The first two years of the replacement budget are the largest with the goal of preparing hardware for Windows 11 and completing whole department upgrades. IT is moving to laptops as a standard and phasing out individual desktops except in shared workstation situations such as Kiosks or front-counter computers. Michael shared that the standard would be a laptop, docking station, and dual monitor. The goal is to continue with the standard of replacing computers every five years.	Information only.
Other Items	The next meeting is December 4, 2023, at 2:30 p.m. Please forward agenda items to Anthony or Jaishri	Information only.
Accreditation Standards IIC: Student Support Services IIIC: Technology Resources		