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**Modesto Junior College**
# CTC Meeting Minutes
**September 4, 2012**

<span style="color:red">**Approved Minutes**</span>

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**Co-chairs:** John Zamora, Nadia Vartan

**Present:** Leslie Collins, Dale Phillips, Nadia Vartan, Ellen Dambrosio, Nancy Backlund, Shelton Patterson

**Absent:** Josh Hash, Larry Scheg, Pedro Mendez, Michael Guerra, Laura Maki, Mel Ainsworth, Francisco Banuelos, Will Lotko, Michael Sundquist, Scotty Gonser, Shamiran Pourelyas, Timothy Vaughan, Pamela Aguilar, Jenni Abbott, Yoseph Demissie, Michael Smedshammer, Carol Ellis, Arnold Chavez, John Zamora

**Approval of Agenda**
Ellen moved to approve the agenda, Dale seconded. The agenda was approved without objection.

**Approval of Minutes**
The committee reviewed the minutes from the meeting held on August 14, 2012. The last statement regarding per student cost of Microsoft cloud solutions to use their Office products online needs to be verified with Yoseph. Once this is done, the minutes will be approved. Nancy moved to approve the minutes, Dale seconded. Without objection, the minutes were approved.

**Spring 2012 Survey – Follow-up Survey**
Nadia brought the edited second survey regarding technology training. There were a few edits to the document, which she will bring with her to the next meeting. Once the survey is final, we can ask Michelle Marquez to create an online survey so we can distribute it to the campus.

> **Action Item:**
>
> - Edit second survey regarding training
>   **WHO: Nadia Vartan**
>   **WHEN: By next meeting**

**Staff Development Web site – Technology**
Mike Smedshammer took the information we discussed regarding the technology training Web site to the PDCC group. The PDCC will be the overseer of all groups providing trainings on campus, including the CTC, however, they are not prepared to provide the trainings and centralize the information. Mike asked if we could take the lead on this and help get them started by centralizing the technology trainings, keeping the information in one, centralized location. We can then present the PDCC with the format and hand it over to them to keep maintained. We will try to develop a calendar format for our Website where trainings can be posted and where individuals can register for the trainings. We can use the information from the training survey to help develop a calendar. Yoseph mentioned he has been working with his department on designing a Web site for trainings and it has proved to be a difficult project.

PDCC and CTC will work with Joshua Sigman on developing a training site and hopefully can get it bumped up in his list of projects as a priority. It was suggested that Nadia and/or John approach the new VP of Instruction asking for the creation of this site to be a priority.

Mike Smedshammer asked we keep the training site on our agenda so we can continue discussions on the topic. He will continue dialog regarding the site with PDCC and continue to report back to CTC.

**Other**

Mike Smedshammer mentioned that our district MediaShare video server will be updated so you can embed your video in Blackboard. The video on the server will now stay there until it is removed, they removed the one year restriction.

It was brought to the committee's attention that the only internet option in most labs is Internet Explorer. It was suggested that the standard be to add Firefox and Chrome to Internet Explorer as options to access the internet in all computer labs. All lab computers should have multiple Web browsers available.

We need to reestablish the timeline when changes to computer labs are to be made. Technology Services experienced faculty members waiting until the last minute to submit their software requests for their computer labs, which didn't leave time to set up the lab before the semester began. Technology Services have also been receiving change requests after the semester starts, which require shutting down a lab to make the updates. The deadline needs to be made known and enforced.

All computers on campus will be updated to Windows 7 by December.

Research continues to be done regarding a cloud based solution for computers on campus. Some of our computers are already using thin clients, such as our registration machines on East and West campuses.

**Next Meeting:** Tuesday, September 18, 2012, at 2:30 p.m. in Forum 108.