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|  ATC CommitteeMinutes |
| december 4, 2014 | 2:00-3:00 pm | L 238 S |
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| note taker | respectfully submitted by angie Arietti |
| Attendees | Elisabeth Shapiro: Chair | Jorge Pastrana: School of Arts and Communication |
| Concetta Calandra:-School of Language & Literature | Andrew Rempt: Academic Success Center |
| ~~Kathleen Canny Lopez: School of Health, Exercise Science, Athletics & Applied Technology~~ | ~~Randy Beach: Institutional Program Review and Outcomes Coordinator (Resource)~~ |
| ~~Russ Corpron: Part-time Faculty Representative~~ | ~~Al Garrett: Institutional Technology (Resource)~~ |
| ~~Scott Finn: Counseling & Personal Development~~ | Dan Borges: Chief Information Systems Officer (Resource) |
| Jaquelyn Gardea: Disability Support Services | Paul Norris: Institutional Technology (Resource) |
| ~~Kesa Hopkins: Higher Education Centers (NC, OM, SY and CCAC)~~ | Vacant: ASO Representative |
| Emily Lynch Morissette: School of Social Science, Business, and Humanities | Vacant: School of Math, Sciences & Engineering |
| Lauren McFall: Library Representative | Vacant: Online Learning Center (Resource) |
| GUEST/s | Everett Garnick | Andre Ortiz |
| Heather MacNintch |  |
| **Call to order/Approval of Agenda** | elisabeth shapiro |
| action item |  |
| Approval of agenda. M/S/C. |
| **Public Comment** | elisabeth shapiro |
| Discussion | * Paul was thanked for getting Paralegal software put into room 202.
* There was some concern with Chula Vista Electric installing the wireless equipment in the ceiling in the music lab. When staff came back into the lab, they noticed dust and particles all over the very expensive equipment. This issue will be mentioned to Cliff and Al because they are overseeing that.
* There have also been some issues of classrooms being left unlocked.
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| **Approval of Minutes from 11/20/14** | elisabeth shapiro |
| action item | A motion was made to approve the minutes and was seconded. |
| Approvals of Minutes from 11/20/14 were approved unanimously. M/S/C. |
| **ATC Chair Report/Announcements** | elisabeth shapiro |
| Discussion | * Our new student representative for the ATC has been approved by the Student Senate and is awaiting approval from the ASO Senate.
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| 1. **ATC Members Introduce Themselves to Mr. Borges & Mr. Borges Introduces Himself**
 | Shapiro & all members |
| Discussion | Dan introduced himself. He came from Cabrillo College. His general vision for technology is to: Improve customer service, Improve services and support for students and move classrooms and labs. |
| **ATC Chair Gives a Brief Description & History of ATC for Mr. Borges** | Elisabeth SHAPIRO  |
| Discussion | * We are a standing committee of the Academic Senate. We deal with everything that has to do with technology and academics. Some examples are: hardware, software, and online learning.
* Under the technology plan, we work with the ITC with issues that faculty bring up as well as prioritization.
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| **Everett & Andre Discuss the New Server that Replaces the Tilde Accounts** | garnick/ortiz |
| Discussion | SWC has a server called “Winchester” that houses faculty and department websites. When it crashes, it is very difficult to bring it back up. A new server was bought online, but was never really activated. The idea was to move off of the unstable platform on to the new platform. The problem was when we started to move over to the department server, the CMS sites wouldn’t move directly over. In general, there have been some minor issues that had to be addressed. When we set up the system, we set it up as a basic webserver with basic applications. Andre Ortiz will be available to help with training. They are redeploying training options for faculty by March 2015. There will be training on three different scenarios:1. Adobe Dreamweaver set up training.
2. Microsoft Expressions Web that offers templates for your site.
3. Wonderprofessor.com (Frank Paiano used to have his own website).

We are going to target training for adequate dates. It is important to get the word out and have everyone talking in their department meetings and emailing about the new server and training. A question was asked as to what about people who want to use their old tilde? It would be redirected. If you want help creating a new website, you would need to send a request to the helpdesk and give them the information that you need. The links to the website are usually handled by someone from the same department. You may want to ask the secretary for help. You can also request additional administrative rights to help set up the site. We need to bring back at a future meeting: * Extended resources that are available. We need to get input from various faculty members on what they actually need, perhaps send out a faculty survey through campus climate. It was recommended to speak with Linda Hensley.
* It may be helpful to have a refresher on the copyrights law and violations. Maybe staff development can put on a workshop.
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| **Everett, Paul, Heather, Dan Discuss Our Email System and Security Issues** | garnick/norris/mcnintch/borges |
| Discussion | In the past, we had administrators snoop at emails of different staff members. There is still some paranoia that is still lingering. If you send a document through email, it can be discoverable. There seems to be lack of information that is going on about what IT actually does and what the policy is as to whether they can and do read our email. We want to do something to stop the misinformation and paranoia. We need to have a dialogue so that people understand what our policy actually is. Best Practices of IT:They don’t have the time to go through everyone’s email. However, they may get a court order to go and bring up information whenever it is necessary. It isn’t just email, it is any electronic data. IT always has administrative access to everything in order to fix problems, perform maintenance, and serve the population. Does SWC have a policy on this issue? It was shared that it wasn’t necessary. If it came to Dan’s attention, it would be an ethical issue. He stated that you practice good strategies and have faith in your staff. His staff has a lot of better things to do than to read others emails. It was stated that because all electronic data is equally subject to discovery and equally accessed, email is no less confidential or secure than a document being stored on a Southwestern College computer.There was a suggestion to get someone from our union to come to one of our meetings to discuss this issue and Tenure Review documents. Someone recommended inviting Rob Unger. |
| **Adjournment** | Elisabeth shapiro |
| The next ATC meeting will be February 19, 2015 in L 246 from 2:00-4:00 p.m.  |