



Information Technology Department TLC Meeting Minutes

Date: Jan 30, 2008
Meeting: Technology Leadership Committee (TLC)
Topics: Committee Mission, Structure, Technology Approval Process, and Approved Software Approval List
Location: SAB Chief Academic Officer's Conference Room
Prepared By: Luke Fox

These minutes represent the areas discussed, the decisions reached and the agreed upon action items.

Attendees:

Present	Name	Dept/Campus	Present	Name	Dept./Campus
x	Luke Fox	IT	x	Ida Thompson	ITS
x	Mark Leslie	IT		Dr. Robert Kirton	CATE
	Doug Bennink	IT		Carla Burton	CATE
	Nicole Riddle	C&I		Andress Carter-Sims	C&I
	MaryAnn Sansonetti	ITS	x	Madell Dubrushin	ITS
	Lashonda Outing	Procurement	x	Kathy Sutusky	Eau Claire HS
x	Tambra Pingle	Gibbes MS		Pamela Kimbrough	Eau Claire HS
	Gary Hewson	IT	x	Chanta McCoy	IT
x	Linda Bartone	ITS		Toni Gardner	C&i

Meeting Notes

1. Luke called meeting to order.
2. Minutes from the Dec 12th meeting reviewed. No changes/additions.
3. Welcome/Introductions – None.
4. Software Status reviewed by Chanta.
 - a. Two software titles approved:
 - i. Iprpepress
 - ii. Google Earth
 - b. Five software titles approved by C&I and have completed technical testing:
 - i. Photo Story 3
 - ii. Academy of Reading
 - iii. Smart Music 10
 - iv. TI Smartview Emulator
 - v. eWalk
 - c. Five at C&I:
 - i. Questia School
 - ii. Naturally Speaking 9
 - iii. Mind Reading
 - iv. Band in Box
 - v. SWIS Software
5. Hardware Status reviewed by Chanta. – See attached document.
6. Technology Infusion Project status discussed by Chanta.
 - a. Schools complete - 81%
 - b. Final walk Throughs remaining – 15%
 - c. Schools with issues – 4%
7. New Help Desk Software (Parature) demonstrated by Luke.



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8. The Technology Selection Process was discussed.
 - a. Luke discussed the updated flowchart.
 - b. Ida indicated that Step 2 seemed to be the bottleneck. Luke said he would speak to Renee about clarifying responsibilities.
9. Future SMARTBoards/Projectors Installations Discussed.
 - a. Future options:
 - i. All-in-one device (680i integrated device that should arrive on the market in May 2008)
 - ii. Continue with Proview?
 - iii. Use Proview and/or other vendors on state contract (Multi-Media Systems)?
 - iv. Do another RFP?
 - v. HP/A3 Communications Partnership?
 - vi. Manage data and electrical cabling in-house?
 - b. Luke will schedule a separate meeting with IT, ITS, and Procurement next week to decide on future course of action.

Action Items: (Items shaded are complete)

ITEM	DATE	ISSUE	PARTY RESPONSIBLE	DATE DUE
1	Nov 28	Add an IT person to the Textbook Adoption Committee	Nicole Riddle	TBD

Request for Information Log:

RFI#	Description	Date Sent	Requested Response Date	Response Date	Remarks

Preparation for Next Meeting:

Date/Time: Feb 27, 2008
 Location: SAB Room 206
 Preparation Required: None