

## **Technology Governance Committee**

Meeting Minutes: April 19, 2011 2 pm

Meeting began at 2:10pm.

Present: Rafael Vicente, Bob Desilets, Sheila Booth, NT Izuchi, Joan Perry, Louise Hamelin, Ken Dwyer, Stacey Kadish, Steve Marini

### February's minutes:

We did not have a quorum at the meeting, so the minutes could not be approved.

*Action item:* February's minutes will be brought to the next meeting for approval.

### Access to the QCC Systems for Personal Technology Policy:

Ken proposed a new Personal Technology Policy. The purpose of this policy is to determine the type of access and support that the Information Technology Department will be able to provide to faculty and staff who use personal technology devices. Ken explained that the IT staff does not have the capacity to provide full support for all personal electronic devices such as smart phones, slate/tablet computers, and laptop computers. Instead it is proposed that the IT department will provide generic handouts and information that will support faculty and staff to manage their own devices in connecting to the QCC network/servers/email.

*Action Item:* Ken will send out draft of policy to committee members and committee will vote on the policy at the next meeting.

### New Business:

#### Microsoft Office Home Use

It was brought to the committee's attention that staff and faculty were only able to download and access the Microsoft Office Home software only once. Therefore, if an employee downloaded MS Office 2007 version they could not upgrade to the 2010 version. Ken was unaware of this issue. It is possible that IT needs to update the access number for employees to be able to upgrade their software through the home use program.

*Action Item:* Ken will be in touch with MS and report the update at the next meeting.

#### Microsoft Office Home Use student extension?

NT expressed interest in expanding the MS home use program to all QCC students. Ken stated it would cost approximately an additional \$100,000.

*Action Items:* Ken will bring this issue to Todd's attention.

### Community based informal technology chat group

A possible establishment of a community based informal technology chat group with a possible format of the breakfast club or an online chat group or blog was discussed. The purpose would be to establish a forum for folks to informally share ideas and new things about technology/software etc. This would be useful to the distance education folks and various faculty and staff at QCC who deal with navigating new technology in their work.

The meeting adjourned at 2:40 pm.

Minutes submitted by Stacey Kadish