**WVNCC**

**Institutional Technologies Committee**

**Meeting Notes – January 20, 2012**

Attendees: D. Hanes, P. Woods, C. Cornforth, D. Stoffel, P. Stroud, K. Patterson, L. Tackett, R. Yesenczki, S. Lippiello

Absent: R. Pusz

Meeting began at approximately 1:35 pm. The following issues were discussed:

1. Web Site User Manual – The Media Relations department will take the lead in developing a brochure which guides users through the creation and editing of web pages for WVNCC’s website. Brochure to be disseminated in February 2012.
2. Technology Plan – 12 months – The domain will be upgraded to Microsoft 2008 R2. Users will be moved to Windows 7. Network will be upgraded with programmable switches to enhance speed and reliability.
3. 36 month Technology Plan – WVNCC looking at more ways to incorporate Smart Phone technology as regular means of communication. Three new buildings need to be brought on-line in calendar year 2013.
4. Web Conferencing Classes/Software – Discussion was held on the capability of viewing/interacting with classes held at other colleges/universities. Discussion was held on recording classes for future viewing by students. Power failures will not void recorded classes.
5. Administrative Software Evaluation Procedure – We agreed to submit suggested procedures to S. Lippiello for compilation, review and discussion during next meeting. Finalized procedure to be taken to President’s Cabinet.
6. Loss of Power Contingency Plan – Backup power sources exist to protect data, network and equipment in the event power is lost.
7. Internet Usage Policy – D. Hanes will submit proposed internet usage policy to Committee for review prior to next meeting.
8. Student Portal Discussion – P. Woods lead the discussion on the Student Portal. Questions from Committee members were addressed.
9. Next Meeting – Friday, February 17, 2012. Committee will meet from 1:30 pm until 3:00 pm in the President’s Board Room.