

IT COMMITTEE MINUTES

August 18, 2016 • 11:00AM • Board Room

PRESENT: Boni Sanchez, Agnes Kotoisuva, Lisa Jeraan, Alexandria Johnny (student representative), Ruth Abbott, Monica Gordon, Curtis Vila, Stevenson Kotton, Victor Garcia, Chris (representing CFO)

CALL TO ORDER: Boni called the meeting to order at 11:03AM

REVIEW OF MINUTES: Minutes from August 18, 2016 approved. Moved by Lisa Jeraan, Second by Agnes Kotoisuva. No abstain.

UPDATES:

- ❖ Welcoming of Alexandria Johnny to the committee
- ❖ An Academic Technology Advising Committee was formed to determine
 - Who will be in charge of Moodle
 - Who will be the person in charge of training Faculty
 - Create guidelines for using iThenticate
 - Create guidelines for Turnitin (Nik Willson volunteered)
- ❖ Meeting for the Distance Ed. Committee was rescheduled
- ❖ Website Committee Updates
 - Major contents for the website have been created
 - Completion of website requires the Document Management System to be finalized
 - Website still requires information on community
 - The fonts needs to be fixed and logo needs to be adjusted to sync with the fluidity of the webpage when it is adjusted
 - ☐ Updates for the Accreditation are a priority
 - Employee portal must have include all CMI links
- ❖ Academic Technology Advising Committee Updates
 - Six members attended the meeting: two from STeM (Curtis Vila and Edward Williams, one from Nursing (Walton Bohanny), one from DevEd (Nik Willson) and one from IT (Boni Sanchez). Other members included are: Business Department (Meitaka Kendall) and the Academic Support Program. Invitations were sent to Media Center, Library, Arrak and Ebeye.
 - Topics discussed were the:
 - Learning Management System (LMS or Moodle) policy (in charge: Curtis)

- Turnitin policy (in charge: Nik)
 - Distance Ed. policy (tabled for next meeting)
 - Academic Technology Subscriptions (in charge: Nik)
 - Subscriptions
- Faculty trainer for Moodle will be discussed at a later time
- ❖ IT Updates
 - There are 358 students connected to the CMI WiFi
 - IT will present the IT Policies and Procedures to the Executive Council (EC) and Board of Regents (BoR) in the near future
 - Email Distribution Bulk Policy
 - Proposal to moderate CMICOM and STUCOM. Email announcement will be sent to department head for verification. Department head will send it to selected Moderators. Moderators will setup a time when they will be checking and approving bulk distribution.
 - Vspace proposal
 - Recommend to purchase a vSpace Client license to be used in TH 209 laptops.
 - The laptops will be converted to function as if it were an NComputing device. This will cost \$1800 perpetual license
- ❖ Student concerns
 - Internet connection for TH209 and Wapepe 201 labs and CMI-Hotspot (for Student) is slow
 - Computers in TH209 and Wapepe 201 are old (purchased back in 2009)
 - Printers in Small Stamp often get paper jams.
 - Printer is old. Solution: Reboot printer to free up memory.
- ❖ Motion to approve Transferring of a Programmer to the IT Department. Moved by Ruth Abbott, Second by Curtis Vila.
- ❖ Motion to Approve: Proposal to the President's Leadership Council to centralize all CMI database administrative responsibilities to the IT department. Moved by Ruth Abbott, Second by Curtis Vila.
- ❖ Some computers used by employees, who work on data entry, will be replaced with NComputing

ADJOURNED: 12:37PM



College of the Marshall Islands
Accredited by the Western Association of Schools and Colleges

P.O. box 1258
Majuro
Marshall Islands, MH 96960

Tel: (692) 625-3291/3843 Ext. 292
Fax: (692) 625-7203
Email: itcommittee@cmi.edu

IT COMMITTEE MINUTES

July 14, 2016 • 11:00AM • IR Conference Room

PRESENT: Boni Sanchez, Monica Gordon, Victor Garcia, Curtis Vila, Bruce Kattil, Wanda Graham, Chris Sebastian

CALL TO ORDER: Boni called the meeting to order at 11:00AM

AGENDA:

Updates

- Website Committee
came up with a better design for website; market orientation is focused towards students.
Website will follow a theme similar to the Strategic Plan document.

New Business

- Technology at CMI (Meeting chaired by the President)
This meeting was held to ensure all technology at the college are talking to each other.
Hence the RSA of the IT Committee are updated:
 - Director of Information Technology
 - Vice President, Administration
 - Two representatives chosen by Faculty Senate
 - One representative chosen by Staff Senate
 - One representative chosen by Student Body Association
 - One representative chosen by Land Grant and ARRAK
 - EDIIE
 - Chief Financial Officer
 - Dean of Academic Affairs
 - Director of Human Resources
 - Director of Library

- Changes to the RSA will be updated in the ITCOM Assessment document and will vote electronically.
- Turnitin and iThenticate were purchased as a bundle to reduce cost
- Technology Facility Fee (Use of IT equipment and services)
Boni will communicate this concern to the Plant & Facilities Committee

Next Agenda

- Working Groups for the website, Moodle, Turnitin, HR, MIP, Library

ADJOURNED: 12:30PM

IT Assessment FY 2015-2016 has been approved through electronic voting on August 1, 2016

NEXT MEETING: August 18, 2016 • 11:00PM