

**MINUTES
Information Technology Advisory Committee
April 18, 2017**

Attendees: Adrian Aron, Brad Asbury, Lisa Blackwell, Tim Channell, Charley Cosmato, Jonathan Harris, Todd Joyce (guest), Jachwan Jeong, Wendy Lowe, Allison MacFarlan, Lisa McDaniel (guest), Randa McDonald, Margaret McManus, Ed Oakes, Shannon Phillips (guest), Sean Ramsey, Chad Reed, George Santopietro, Meghan Viet, Jeff Willner

Absentees: Bruce Buskill, Grady DeVilbiss, Danny Kemp, Neal Leahy, Ben Litvak, Randy McCallister, Jackie McNabb, Bob Phillips

Adrian Aron called the Information Technology Advisory Committee to order at 9:01 am on April 18, 2017 in the McConnell 170 Conference Room.

Adrian asked for a motion to approve minutes for the March 21, 2017 meeting. Ed Oakes motioned, Jeff Willner seconded, motion carried.

I. Todd Joyce gave an update on migrating of faculty and staff email to Office365. This is expected to be a seamless process. As of today about 20 people has already moved. The plan is to use a top down approach and if you want to go ahead and move your email contact Todd as he will move another batch next week.

II. Ed Oakes updated the committee on the online-test proctoring tools. An RFP was issued last month and responses were received from six vendors. The committee will meet again next Monday and plan to have something in place by August. ePortfolio has been renewed for one more year to allow for transition time. The cost savings should allow for a plagiarism purchase.

III. Ed Oakes also gave an update on the status of virtual labs. The RFP has been narrowed down to one vendor, testing is complete and the contract should be awarded soon. If you are teaching this summer and want to test please let Ed know. Adobe products will not be installed due to license restrictions.

IV. Lisa McDaniel shared a one-minute video on the new D2L brightspace daylight user experience. The new interface has a very responsive design with the biggest change being the my courses widget. Shannon Phillips noted that training opportunities would be available through August. OurTurn will offer five sessions. Adrian asked if there is an option to stay with the old system. Ed stated it will change for everyone on May 9 and the Division of Information Technology would be happy to provide individual sessions if requested.

With no further business to come before the committee Adrian motioned to adjourn, Jeff Willner seconded the motion. The meeting adjourned at 9:37 am.

Respectfully submitted,
Sharon R. Ratcliffe