Technology Master Planning
May 17, 2001

PRESENT: Stan Malley, Gene Jackson, Carolyn Funes, Haydn Davis, Terry Gray, Herman Lee, Lisa Faas, Michael Arguello and Judy Eberhart for Maria Miller.

ABSENT: Scott McClure, Rick Sanchez and Neil Bruington

Stan called the meeting to order at 1:10p.m.

Additional agenda item: Cisco AVVID Demonstration and Presentation
- Agreed dates to be either June 7th or June 21st
- Stan will notify Jose to set up demonstration

Agenda Item 1: Technology Master Plan Review
- Discussion of dates and locations for off-campus meeting
- Meeting to be scheduled after June 14th
- Haydn to research locations and present options to group members by Tuesday, May 22nd

Agenda Item 2: Bandwidth Needs
- Handout from Terry entitled Bandwidth Quick Reference.
- Per Terry, bandwidth is inadequate for video streaming, adequate for slide shows and audio. He stated they would like to do more but are unable to because of the limited bandwidth.
- Per Stan, funding is not adequate for upgrade. TTIP monies are not available right now, has been handling increases out of department budget and other areas. Committee needs to look into this budget issue as the bandwidth needs are doubling every 8 to 10 months, $20,000 or more per year. Per Stan, he spoke with Katherine McKenzie and Tech 2 and TTIP funding is available for T-1’s but not yet for DS3’s. DS3’s are cost prohibited because they are not state funded and the district would have to pick up costs. Stan stated that the planning groups on campus must look at increasing the budget to accommodate increased bandwidth. This must be included in the general budget.
- There was some discussion regarding using outside vendors for streaming. Lisa stated that they are exploring the NET36 option. Stan stated that outside vendors would be a viable option since we would only pay for actual usage rather than flat rate.
- Discussion of district needs and planning strategy. Terry stated that per his survey, most students have computers at home with high-speed modems. Per Haydn, we need to plan currently for audio and then plan for future needs.
- Stan and Terry will research the costs for outside vendors and present data to larger group.
Agenda Item 3: Windows XP

- Per Terry, should be Office XP. Office XP will be released on May 31th. He has had it on his system and has had no problems. He stated it looks identical to Office 2000. Windows XP will have a beta release on October 25th. Palomar has a site license. Some programs, such as FrontPage may not be a part of the site license.
- Advantage to Office XP is that it is more web active. It is identical to Office 2000 but is more usable. It is interchangeable with Office 2000. OS doesn’t matter, will run on any platform, and doesn’t diminish functionality.
- Terry recommends that it be used in the academic labs by fall. Information Services will need to look at implementation on the Administrative systems. Terry stated that Business and CSIS will be teaching this application in the fall.

Agenda Item 4: Lab information (inventory and hours)

- Handout from Terry entitled Palomar College Computer Labs – Number & Availability 5/01 developed by Chris Norcross. Per Terry, this information is available on the web at www.palomar.edu/computerlabs. This site has drop down menus that give more information than is represented on the handout.
- Terry stated that there are labs that appear to be private labs and little or no information was available about these labs. These labs are reflected in blue on the handout. One example is the Athletics lab. No one in the department could give them information on how the lab is used. Judy stated that this is an athletic tutoring lab and that Steve White should be contacted. Any problems with the labs should be reported so that steps can be taken to alleviate them.
- Discussions on how to best utilize lab time. There was discussion of the CSIS lab, which lists public hours but these are minimal, between class times. Terry reported that P-30 is only used when instructors are available and is closed any other time. Terry recommends not adding computers to “private lab” areas. Gene stated that the EC500 lab is a good model. Students are sent to open computers even when classes are being taught. Terry stated that some labs require that a student be enrolled in the discipline before they can use the lab.
- Stan stated that he must consider how to get better public access, possibly multi-purpose labs, and how to maintain them.
- Handout submitted by Terry entitled Palomar College Computer Labs – Tentative Recommendations. Discussion of whether to bring both handouts to the deans. Conclusion was to have a forum on the web board before submitting.

Agenda Item 5: Computer Usage / Abuse Issues

- Stan informed the group of a “free speech, offensive” e-mail that was sent to an individual from a Palomar computer. With no log on requirements in open labs, this is hard to trace. If there is a rise in this type of occurrence, something will need to be done. Michael reported a recent report of “plagiarism” in the athletic lab from one of his students. A report was turned in by others claiming it was theirs. Accountability for open labs could slow down some of these problems.
Agenda Item 6: Anti-virus software license (All Tech Group)

- Stan informed the group that the McAffee anti-virus license was up for renewal. The price for McAffe is approximately $3.00 per copy; Norton is approximately $5.00 per copy.
- The decision of the Technology Master Planning Committee is to support the decision of the All Tech group. The decision must be made by June 1.

The next meeting is scheduled for June 21st at 1:00pm in SU-18

Meeting was adjourned at 2:25 p.m.