

**Agenda: Information Technology Committee Meeting**

**Wednesday May 2<sup>nd</sup>, 2018**

**Time: 12:00AM to 1:00PM Location: D416**

**Members from IT:** Dr. Charles Widmer (Vice-Chair), Dr. Edward Chan, Dr. Jorge Frias Lopez, Dr. Kevin McHugh, Dr. Stephen Howard, Matt Cottler, Kathy Galloway, Steve Kostewicz, Jodi Geiger, Jeff Bell, Alyson Widmer, Rick Anthony, Frances Rollins (support staff). **Guests:** Christina Perez and Amanda Phelps

**Excused:** Dr. Valeria Gordan (Chair, attending an emergency search committee meeting)

<b>ITEM</b>	<b>DISCUSSION</b>	<b>ACTION</b>
<b>Approval of Minutes</b>	<ul style="list-style-type: none"><li>• Approve the minutes from previous meeting: April 4<sup>th</sup> 2018</li></ul>	
<b>Agenda review</b>	<ul style="list-style-type: none"><li>• Review today's meeting agenda and check if new items need to be included.</li></ul>	
<b>Old Business</b>	<ul style="list-style-type: none"><li>• Charge to the IT committee from the Dean: charge 1: "Review and revise the constitution and bylaws as necessary to reflect the mission and membership of the Information Technology Steering Committee".</li><li>• Follow up on all pending action items.</li></ul>	
<b>New Business</b>	<ul style="list-style-type: none"><li>• Strategy to communicate the new tool kit to the faculty: Christina Perez and Amanda Phelps to attend the ITSC and explain the toolkit (related to Charge # 7).</li></ul>	
<b>Adjourn</b>		

**Next IT Meeting: June 6<sup>th</sup> 2018, 12:00PM to 1:00PM Room D4-16**