MINUTES

I. Call to Order
Chair Scanlan called the meeting to order at 4:01 p.m.

II. Approval of Minutes of September 11, 2014
Soofi moved to approve the minutes, seconded by Black. Minutes approved.

III. Announcements
1. ITP LAE/EMS/BILSA volunteers
   All volunteers have been indentified, Lindsay Hollingsworth will be the LAE representative from AITC, John Goomey is the EMS representative, and Amanda Trewin is the BILSA representative.

IV. Committee Reports
1. ITS (Mike Sherer)
   - Campus transition for Office 365, which will be October 25-27.
     - Email will be available at all times, there will not be a period time where email will be down.
     - When using the new email system you will need to enter your full email address to access.
   - December 2014 all faculty, staff, and students will be able to download Microsoft Office to their home computers.

MCTS (C. Garrity)
   - Garrity shared a list of the classrooms that have not been funded in the past and problem rooms. Discussion ensued about lab mods and where the funding will come from.

2. ICET (R. Nelson)
   - Desire 2 Learn update, there is new syndication that will be in use in the near future, example webbased channel just for Platteville area or college.
V. **Unfinished Business** (T.Scanlan)

1. **APC Review**
   a. Review and modify program assessment tool for APC
      - This discussion has been postponed until APC notifies AITC for input.

2. **Responsibilities and Membership**

   Discussion ensued about
   
   **MOTION:** Black moved to accept section 8 Academic Information Technology Commission as edited, seconded by Soofi. Motion carried.

VI. **New Business**

1. **To have or NOT have 10/9/2014 meeting**
   Chair Scanlan will be out of the office and will not be able to chair the meeting.
   
   **MOTION:** Soofi moved to cancel the meeting for October 9, seconded by Black. Motion carried.

VII. **Next Meeting Date Thursday, October 23, 2014**

VIII. **Adjournment**

Chair Scanlan adjourned the meeting at 4:39 p.m.

Respectfully Submitted

Thomas Scanlan
Chair

Lisa Merkes-Kress
Recording Secretary