I. Reports from the Committee Chairs

A. College Diversity Advisory Committee (Dr. Philip R. Day, Jr. – Committee Chair)
   Since the Committee did not meet yet, Dr. Day gave a short, informal brief on the ongoing works of the Committee, which rolled over from last semester.

B. Communication Committee (Francine Podenski – Committee Chair)
   Francine Podenski gave a presentation on the items the Communication Committee is working on:
   - **KCSF Radio Update**
     Cecil Hale, the faculty coordinator for KCSF Radio met with the Committee. The council at their December meeting requested the Communication Committee to act as an advisory body for KCSF Radio as the station reaches global audience via the internet. After some discussion, the committee and Cecil Hale agreed that the Communication Committee will advise KCSF without directing or interfering with curriculum or classroom activities associated with the station.
   - **Committee Mission Statement**
     The Communication Committee adopted and forwarded as a recommendation to the College Advisory Council for adoption the Committee’s new purpose statement. The new purpose statement reads as follows: “Recommends policies related to college communications: publications and other media including educational access television, KCSF Radio, and the front page of the College’s website”. The Council unanimously adopted the new purpose statement.
   - **EATV-Ch27 Update**
     Comcast is scheduled to upgrade to fiber connection for the Channel. This upgrade would fix the current problem with the degraded signal from EATV-Ch27.
   - **District Communication Plan**
     As the next step in the process, the Committee created a study group to work with the Educational Access Channel section of the Communication Plan. The group is chair by Tom Blair.
   - **College Website Front Page**
     The Communication Committee recommended the following “rules” for the college’s front page:
     - The administrator to be contacted, Martha Lucey, Dean of Marketing and Public Information
     - Maximum four bullets on the front page at any given time.
     - Maximum two lines per bulleted items.
     - Items may be bumped after two weeks.
   - **Accreditation Draft Report**
     There were some inaccuracies in the draft Co-Chair’s report about the Communication Committee and the District Communication Plan. A memo was sent to the Accreditation Work Group with corrections.
C. *ITPC (David Yee)*

David Yee reported on the ITPC.

- **Proposed Anti-Spam Policy**
  The new policy, which the Committee adopted at the December meeting, allows for high scoring Spam be placed in Quarantine rather than in Bulk. The next phase would implement blocking of definite spam and filtering of student mail.

- **Phase II Bond Project**
  The college entered the planning stage of the next bond. An anticipated $8-10 million will be allocated for technology.

- **GroupWise Status**
  The anticipated timeline to switch from the current GroupWise 6 to 6.5 will be at the end of March, during the Spring Break.

  David Yee also added that there was additional progress with the new Banner, but further updates was given by Doug Re.

II. *Banner 6 Upgrade (Doug Re)*

The Banner conversion was re-scheduled for the end of February. There will be a special Banner Help Hotline installed, so that all of the technical glitches can be solved immediately.

Minutes were prepared by Attila Gabor