**SOP Meeting**

MINUTES

April 28, 2016

**Minutes**

David- asked the group if the minutes from previous meeting were approved, and after taking a moment to go over them, the committee approved them.

**Naming Convention**

Ken brought to the table the naming convention issue that he is having for his college. The naming convention is too large and it is being cut out. He is putting the five digit state id, which is getting cut out. His college is particularly difficult because the room numbers are too long.

David- proposed that we return to our original naming convention without dashes. Since the majority of you wanted the dashes that’s why they were left on, but if the dashes are taken out, everything might fit. We want to use the same standard.

Ken- stated that we should just move forward with whatever everyone else agrees with for naming convention. Since he has particularly long names, he will adjust accordingly to make it fit.

Ian- stated that he does not mind using the dashes because it means something to him. DAHSES have a value to me because he can read it easier.

David asked Ken is it was possible to put the state id in another tag? In CAL, the naming convention on a DELL is easier but for MAC it is harder. However Ken try another suggestion. Ken is going to go back and take a look at what other Location to put mac computers numbers.

David will ask mike Fredette to assist Ken

**DRUPAL Site Training**

David asked the committee if everyone could work on the Drupal site together, based on the input. When you get a chance, please log in and you should be able to add the content. Please read the guide.

**Sticky Notes**

David- handed out samples of the sticky notes that has been proposed to be left by the Tech when he/she goes to services someone’s computer. David requested that the committee please review the sticky notes and provide him with feedback on their preference. The committee requested that David removed the information about contacting the TSC for additional assistance. Roger requested that if TSC is involved, that they should be aware of what is going on so they can know how to solve the problem. Upon further discussion the committee decided to remove the TSC blurb and move it to the bottom in smaller text.

Ian- Requested to have it noted in the minutes, that he does not want to use the sticky notes.

David- This was a recommendation from Faculty Senate in which the faculty stated that they would like to know when the tech goes into their office.

**Admin Rights Approval**

David- IT Governance just approved giving admin rights form the go ahead, so FYI it is coming. Do any of you give admin rights for network for your area? Ken stated that he would to distinguish the admin rights for computer labs.

**DELL Purchase**

David- FYI- we have about 200 machines that area going to be purchased before the end of this fiscal year. If your area is going to be purchasing computers, please let me know so we can get a greater discount.

**Inventory**

David- I got most of your inventory, CBPA, partial of CAL and PDC active systems. If you have not provided me with that information, please do so.

**Widows 10**

Roger- stated that Office of the Registrar and Financial Aid are already using Windows 10. TSC will be moving to Windows 10 over the summer.

CBPA has no plans for windows 10, and the labs will stay on Windows 7, Ian stated that it is possible that next summer CBPA might go to windows 10. They will be upgrading to Office 2016 this fall.

CSCI- Birdy reported that one lab converted to Windows 10 already. The Nursing department is waiting for to the new tech to be hired to upgrade.

Thin- The plan is to move the labs to Windows 10 over the summer, then gradually move the staff over as well.