

**Mt. San Antonio College
Information Technology Advisory Committee
Group Memory
December 1, 2025**

Dominick Atanasio X	Dalia Chavez	Vincent Herrera	Tracy Ramos X
Denise Bailey X	Angelic Davis	Amelia Martinez	Adam San Miguel
George Bradshaw X	Michael Dowdle X	Mary McGuire	Krystal Yeo X
Michael Carr X	Natalie Guillen	Anthony Moore X	

ITEM	DISCUSSION/COMMENTS	ACTION/OUTCOME
Review of November Memory	The November memory was approved.	The memory will be posted to the ITAC website .
IT Open Office Hours	<p>Anthony reported that IT recently attended an Academic Senate meeting to introduce the management team. During that meeting, a recommendation was made for IT to offer open office hours on Zoom where faculty and staff could drop in to discuss technology-related questions or comments with the IT leadership team.</p> <p>The committee discussed this recommendation and suggested including examples of common topics in the announcement, as well as piloting the idea to gather insight into the types of questions or issues that may arise. Michael D. offered scheduling suggestions to better align the sessions with teaching blocks and faculty availability.</p> <p>Overall, the committee agreed that the primary goal of these open office hours is to strengthen communication and engagement between the campus community and the IT team.</p>	IT will move forward with a pilot of open office hours.
Academic Technology Update	<p>Michael shared that Printing Services has transitioned back to the Purchasing department.</p> <p>Craig Hobson, Coordinator of Printing Services, is retiring at the end of the year. His retirement party is on December 3 at 2:00 p.m. in Founders Hall. Michael expressed appreciation for Craig's longstanding contributions.</p>	Information only.

ITEM	DISCUSSION/COMMENTS	ACTION/OUTCOME
Other Items	The next meeting is on March 2 at 2:30 p.m. via Zoom.	Please forward agenda items to Anthony or Kate.
Accreditation Standards	IIC: Student Support Services IIIC: Technology Resources	