SCOTTISH COLLEGE OF BUSINESS MANAGEMENT

INFORMATION TECHNOLOGY COMMITTEE

MINUTES OF MEETING

A meeting of the Information Technology Committee was held in the Board Room on 4 March at 1400 hours.

PRESENT

Mr Walter Smith (Chairman) Miss Lily O'Neil Mr Alan Welsh Mr Charles Norris Ms Mary Whiteside (Secretary)

1 APOLOGIES

Apologies were received from: Ms Joy Kinnear, Rory Brown and Mrs Wilma Clelland

2 MINUTES OF LAST MEETING

The minutes of the previous meeting were read, approved and duly signed by the Chairman.

3 MATTERS ARISING

Mr Norris reported that, although a further 6 iPad's were on order for staff work-rooms, they had not yet arrived. A laser printer had been ordered for the Resource Room.

4 STAFF DEVELOPMENT

Miss O'Neill reported that four staff had been sent on a wp course to enable them to switch from PC's to tablets. The course was delivered in a professional manner and staff found it very useful. Therefore, the committee booked 3 further places on a course for Lotus 1-2-3 database. The places will be offered, in the first instance to three section heads.

5 RESOURCE NEEDS

The Chairperson asked each committee member to think about the equipment which would be required for next year, when new courses would be offered by the College.

A further £15,000 had been received from the College Capital Budget to help pay for new equipment for all subjects requiring Information Technology.

6 DATE OF NEXT MEETING

The date of the next meeting was set for 7 July at 1400 hours.