

2007 NATPL Committee Reports

Committee Name: Information Technology Committee

Committee Members: Scott Fossum (SD), Chair; Carolyn Olson (KS), Amy Scott (AZ), Sally Craig (WY), Lori Clikeman (WY), Tana Dally (WY), Judy Iliff (WY)

1. To maintain an effective electronic internal/external communication system.

- a. Provide easy access to Tech Prep information for NATPL membership and liaison associations
 - i. Maintain two listservs: NATPL Members and NATPL Board of Directors. – **With the addition of the NATPL Bulletin Board, the listservs were no longer needed. The monthly newsletter is now distributed via e-mail.**
 - ii. Work with NATPL Executive Committee and Regional Directors to provide electronic access to NATPL membership database. – **The database is in the “Members Area” of the website and requires a user name and password to gain access. The user name and password are the same as the user name and password needed to enter the “Members Area” of the website. The “search” capabilities of the database make it very easy to find and contact NATPL members.**
 - iii. Provide information via an electronic newsletter. – **Monthly e-newsletters are sent via our members around the 20th of each month.**

2. To support the completion of the Program of Work and the ongoing activities of NATPL.

- a. Review, revise, and implement program of work according to established timelines.
 - i. Work with Executive Committee to support the completion of information technology-related strategies included in the Program of Work. – **The website, www.natpl.org, continues to be revised and updated to better serve the changing needs of the organization. A “Bulletin Board” feature has been added to the website, but it is not being utilized. If you need a reminder as to your Bulletin Board login, please contact me.**
- b. Maintain regular communication with committee members and NATPL membership.
 - i. Conduct a minimum of one quarterly conference call with committee members. – **Communication between the Information Technology Committee and the Executive Committee is ongoing. Communication occurs via phone calls and e-mail on an “as needed” basis.**
 - ii. Provide brief updates of committee progress to NATPL membership via the newsletter. – **Updates from the Information Technology Committee have been published in the monthly e-newsletter as needed.**
 - iii. Submit an annual report of committee work. – **Completed.**

If there are any questions, contact Scott Fossum at scott.fossum@mitchelltech.edu or 605-995-3072.