

**Technology Committee Meeting
January 26, 2015
Draft Minutes**

1. Call to Order at 2:34 p.m.

Position	Name		Position	Name	
Chair (non-voting)	John Gonder	X	Technology Administrator	Sherman Lindsey	
VP Administrative Services	Jeffrey Kingston	X	Librarian	Kali Davis	
Classified	Greg Johns	X	Dean		
Classified	Heidi Ulrech	X	Faculty		
Classified	Scott Vigallon	X	Faculty		
Classified		X	Faculty		
Classified		X			
GUESTS:			MINUTES TAKEN BY:		Sheri Moore

2. Review and Approval of Agenda

John began the meeting by reviewing the charge by Dr. Russell and by reviewing the committee's immediate goal which is to prepare a plan that Dr. Russell can present at the February 4 Town Hall meeting. John provided two handouts: 1) Web Site Discussion Meeting notes from December 9, 2014 with Dr. Russell and 2) University web site notes.

3. Review of December 9 Meeting

John reviewed the outcomes from the December 9, 2014 meeting (see attachment). Concern was expressed regarding the need for a professional specialist. The committee did believe that a clear list of specifications and a strong project management structure was required. The committee agreed to review content management systems, including costs, and agreed a set of specs were needed. John is asking other colleges what systems they are using. John is reviewing the LPC web site for outdated information. He is running an automatic checker weekly to find broken links.

4. Review Committee Tasks & Discuss Web Site

John indicated the group needed to formalize formation of a subcommittee to complete the tasks provided by Dr. Russell and discuss what needed to be accomplished in the next two weeks. John indicated that he has started the process of collecting information for the committee and asked the committee for their thoughts on the web site and any requirements.

Suggestions for the web site include having a "responsive" web site, one that responds to different devices that students are using, mobile-friendly devices; content management system

supporting web sites; lower clutter by having a navigation bar drop down; pictures to set tone for college; quick links on bigger scale; top-ten searches no more than a click away; visual design, consistent palette; good user interaction design/"don't make me think"; important to determine what goes on the homepage (check other college web sites [Santa Barbara City College, Fullerton College, San Diego City College] – define categories of the “top 10” things)

Additional suggestions include getting ITS to adhere to a single and consistent naming format should be a high, immediate priority; web master or subgroup should define rules and guidelines for users of the web site – develop content policy (issue of uniformity, common look and feel, usability, navigation characteristics, define boundaries of information and content). A suggestion was made to request feedback from Don Miller and Coach Aguilar. Coach Aguilar has user-oriented approach and has been on cutting edge for creating and organizing information for his area of the web site.

Questions asked by the committee:

1. What is the timing on hiring a new web master? Committee should propose a tentative schedule.
2. We need a complete overhaul of web site but is there anything than can be done in the short-term to make the web site more “presentable?”
3. Considering accreditation, what do we need to do to the web site to make it accreditation compliant? (Relevant information is there, it may be difficult to find.)
4. Who should the web site be directed toward? Our students? Our customers?
5. Who does the web master report to? Is it a marketing position? Public outreach?
6. Should we survey the faculty asking how the web master might help you out?
7. Do we need a “user group/advisory group?” Elizabeth Noyes had a user group, perhaps her notes can be accessed for review.
8. Is it part of the web master’s job to train users on updating their own web pages?
9. What about ADA compliance on the web site?
10. What about LPC One web site (instructional server, faculty puts whatever they want on there)?

The Committee determined the tasks to be reported on for the next meeting are:

1. List technical qualifications based on other job descriptions (HR website, some public, some not). Qualifications may be determined by CMS. Minimum qualifications, desired qualifications. **Assigned to: Greg Johns**
 - a. Other job description.
2. CMS information (preliminary). **Assigned to John Gonder**
 - a. Demo for a future meeting.
3. Web master duties (preliminary). **Assigned to Jeff Sperry, Scott Vigallon**
 - a. Preliminary information (e.g. training for users).

4. Review site information (basic assessment of exiting page data). **Assigned to Colin Schatz**
 - a. Page data assessment, page access info.
 - b. Site specific searches.
 - c. Previous user group information.

5. Characteristics for web site, especially home page, determine what belongs there. **Assigned to Kali Davis**
 - a. Mobile.
 - b. 803.
 - c. Process for Choosing.

Scott will create a blackboard shell rather than e-mailing back and forth.

Deliverables to President (in Power Point):

1. Existence of Subcommittee: Colin Schatz, Scott Vigallon, Kali Davis, Greg Johns.
2. Immediate Plan
3. Tentative Schedule

5. Committee Reports

Heidi Ulrech Report: Copy center moved to 1700. Did over 200 jobs on Tuesday (first day of school) with over 500 jobs for the week. Installed computer for faculty to use at Copy Center to log their jobs. Prior to computer installation, only 85% of people submitted their jobs on-line. Focus is on remaining 15%. Worked on telephones in 2000 and 2100. Re-connected, cross-connected, tested, and went rather smoothly.

Scott Vigallon Report: see attachment

6. Good of the Order

7. Adjournment

Motion to adjourn at 4:04 p.m. Sherman Lindsey moves to approve; Kali Davis seconds; motion approved unanimously.

Scott Vigallon (Instructional Technology/ Open Learning Coordinator)

- **OEI update:** There is a buy-in option that allows any CCC to purchase online tutoring services for any course that is not already offered as part of the OEI. This option will be made available to all 112 CCCs, not just for those 24 colleges offering courses through the OEI, for a reasonable price. Eleven courses will participate in the Student Readiness pilot that will feature 7 modules in an online tutorial. Three finalists have been selected to demo their course managements systems Feb. 2-4: Canvas, Moodle, and Blackboard. A recommended winner is scheduled to be sent to the OEI Steering Committee on Feb. 6.
- **Statewide Academic Senate:** The statewide Academic Senate has formed a new Online Education Committee to make recommendations on policies and practices in online education and educational technology. It will: 1) research issues; 2) disseminate information to the field through Rostrum articles, plenary and other presentations and position papers; and 3) advocate for online education. On March 20, it will conduct an Online Education Regional Meeting at College of San Mateo from 9-3:30. The cost is free.
- **Survey results:** The Fall 2014 student and faculty DE survey results are/will be posted on the DE Committee web site on the Grapevine.
- **Blackboard upgrade:** The upgrade took place Jan. 6-7 and went smoothly. There were a few minor issues that have been/are being addressed by Bb.