

DRAFT



Technology Committee

February 28, 2011
2:30 pm, Room 4129

MINUTES

Present: Angela Amaya, Fredda Cassidy, Carol Edson, John Gonder, Steve Gunderson, Janneice Hines, Bob Kratochvil, Sherman Lindsey, Jeannine Methe, Elizabeth Noyes, Ramiro Rodriguez, Paul Sapsford, Scott Vigallon, Brenda Weak, Heidi Ulrech

1. Welcome

Called to order at 2:37 pm by Chair, Angela Amaya.

2. Review of January 24, 2011 Minutes

Motion: to approve minutes with corrections:
(moved: J. Gonder /seconded: S. Lindsey)

3. Open Items List

Please notify Angela if you have revisions or know of resolved issues on the open item list. Jon gave us a brief history as to the origin of the list. "When we brought items to the committee it was difficult to have follow thru...especially over a break or summer. The origin was a way to keep track of an item or concern and track the follow thru."

Question - When we received our accreditation report, the site team was not happy with our follow thru on our meeting minutes. What are other committees doing? Jennifer is working on a template for minutes and agendas to address this issue.

Angela – Prioritization - What goes on the list and how it is prioritized was what we were grappling with not so much whether the list is helpful or not. Resources are especially stretched. We need to be prudent about what goes on the list and how it is prioritized. We need to prioritize based on what is best for the campus as a whole.

The list is a way of keeping track of items regardless of the priority. Just because an item is on the spreadsheet doesn't mean that it was addressed.

Should report items be added to the list? Reports are still important and already supported in the evidence as part of the minutes.

What is the process and how do we standardize this process? Maybe we should have various lists - All inclusive; Action Item; Closed; and Wish List. *How do things get on the list?* A best approach would be to bring items forward on the agenda and discuss the feasibility and resources available and then decide which list it will be placed on as oppose to everything on the open items list. We would welcome input and feedback. We need to remember that there is nothing wrong with not doing a particular item.

We can break out the action items in the minutes.

We need to move resolved items to a closed list. Jeaninne and Steve can go thru the list and archive the completed items on the list. This doesn't mean a completed or closed item can't come back...we just don't want to leave it on the action list.

Question – *Regarding priorities - did we get anything from the Institutional Effectiveness Committee for the Technology committee? it could help set priorities.* No, we have not.

Going forward - Items should be submitted as agenda items in advanced. Discussed at the meeting and then added to spreadsheet. The spreadsheet should be cleaned up and updated on the technology website.

4. Campus Reports

Steve Gunderson (Senior Computer/ Network Systems Specialist) – No report – unable to attend

Elizabeth Noyes (Webmaster)

- Web Advisory Group Meeting - 30 minute presentation regarding websites specifically targeting high school students who are researching colleges - very valuable information. The web advisory group is looking at how to improve content as well as using social media. Developing an underlining plan for improving our website, not changing it.
- Continuing to maintain a dynamic website. Working on creating a survey to track our progress. The link for the survey will be available on the website. It is open to students and faculty as well as the community.
- Homepage Announcements Banner – working with Renee to incorporate the announcement request form with the facility request form. We are trying to streamline the process.
- Working on the forms project with A&R and forms specific to graduation – there are at least 15 forms that are used. We need to test and see if we can get the form to do what we need it to do.

Jeaninne – Email vs. Text - In a recent survey of 1000 high school seniors regarding how they would prefer to be contacted...we expected that they would prefer to be reached via text. The students prefer to be notified via email not text. Texting is for friends not school.

Heidi Ulrech (Telecommunications Coordinator)

- Any questions regarding copies? *Is there a limit of copies you can make with your code? Some people thought there was a limit of 500 copies or pages for full time instructors and 250 for part time as this was discussed last year?* No implementation as of today however, this could be implemented down the road. Obviously there would be a lot of discussion prior to enforcing such a policy. It is a topic for discussion down the road with administration. There are reports available to track usage. Best practice is to send jobs to the copy center if possible.
- Met with RICOH regarding some outstanding items. An implementation survey will be coming out soon regarding how we are doing.

Scott Vigallon (Instructional Technology/ Open Learning Coordinator)

- Faculty and staff can create their own surveys using Google Docs. The TLC offers workshops on how to do this and offers one-on-one training, as well.

- The Distance Education Committee had a long discussion about online tutoring at its meeting Feb. 25. It is in the midst of pursuing the feasibility of offering online tutoring and is researching grant opportunities and other logistics.
- March workshops on Bb 9.1, which we'll be upgrading to in June, begin Wednesday with a 1-2:30 overview workshop in the TLC. It is also available via CCC Confer. Other 9.1 workshops cover Building Content (March 15), Course Files (March 23) and Wikis (March 29). Faculty can register on the Staff Development Workshops page at <http://www.laspositascollege.edu/staffdevelopment/workshops.php>. Online training is also available.

5. District Report

Jeannine Methe (Chief Technology Officer - ITS)

- Wireless Access - we have completed the CCA building and going building by building.
- Technology – Degree Works - online we have had it available for over a year...we put it on hold. Starting March 15 we will be doing trainings with the counselors. The next phase will be student trainings.
- Waitlist - status – The Committee will decide what courses will be in the pilot program so if you want to be apart of the pilot please let us know. In April we will begin to provide training for the faculty who are participating in the pilot. This should give us ample time to for feedback. Our target date is the fall for spring registration.
- Document imaging – Admissions and Records and Financial Aid are in the process of deciding what documents will be available. We will open it up to other departments after we get thru the fall.
- Question: *Regarding video conferencing - what is the feeling of the committee...is CCCConfer sufficient or do we need to investigate other possibilities. Is there a need? How much money is allocated to video conferencing? If we do not use it what happens to that money? Can it be redirected?* There is some money and yes, we can redirect the money. We need to ask divisions or departments what their specific needs are. One thing to consider is the possibility of updating our video conferencing room. With the current budget crisis in the state, if CCCConfer is on the chopping block we need a back up system in place for conferencing. Interest and need are the two focal points. We need to get feedback from divisions and departments and if you have a need or concern please get with Sherman and/or Steve. We currently have 4 video conferencing units - 1 stationary and 3 mobile.

6. Open Action Items

Governance Worksheet – membership revision (Librarian) – postponed until March 28th, 2011 meeting.

Forms Project - The task force is moving forward. We are trying to schedule a meeting preferably before the next Technology meeting. We will be establishing the purpose of the task force and identifying documents. We need to address what the process will be for converting the documents.

Software Purchasing Process Project - J. Gonder reviewed the Software Evaluation Rubric.

Key Definitions: Evaluation: Required – course can not be taught without it; Intended – the course can not be taught as intended, you can do it just not as efficiently; Desired – preferred method.

Question - Is there the possibilities of an instructor manipulating the system in order to get the software? Will they add SLOs in order to get the software? What is the verification process? Would this be in program review? What is the process? - Program Review should address this issue.

Question - How do we address other departments with software needs that do not have Student Learning Outcomes as a reference point? We need to revisit the wording regarding student learning outcomes as criteria.

7. Other

Jon Gonder had a laundry list of items. He will forward the list to Angela, Steve Gunderson, and Jeaninne.

Concern regarding the speed of computers in the 2400 building. Steve Gunderson is investigating.

8. Next Steps

Governance Worksheet – add to March 28 meeting agenda

Schedule Forms Project Task Force meeting – preferably before next Technology meeting

Next Meeting Monday, March, 28, 2011 at 2:30pm in Room: 4129

9. Adjourn – at 4:21pm

Prepared by: RPegues