**Technology Planning Committee Meeting Minutes (draft)**Wednesday, May 11, 2016
Building 13, room 116
1:00 – 2:30 p.m.

**Attendees:** Leonor Cabrera, Yoseph Demissie, Heidi Diamond, Jose Garcia, Sarah Harmon, Max Hartman, Chialin Hsieh, Maria Huning, Anthony Lim, Michelle Marquez, Erin Moore, Victoria Nunes, Jasmine Robinson, Ami Smith, Nathan Staples, John Winchester, Lale Yurtseven

1. Introductions
2. Agenda approval
3. Committee membership for 2016-2017 was established. A membership list will be

provided at the next meeting.

1. **Technology Update**
2. The Canvas migration for online learning is progressing well. A Canvas Jam took place on June 7 and 8 to train faculty on how to use the Canvas system for online instruction. The college’s Canvas webpage has quick start guides so faculty are provided with ongoing support. Canvas is closely aligned with textbook publishers: Pearson, Cengage and Wiley.
3. Yoseph Demissie stated that phone and wireless upgrades will take place for Cañada College over the summer. These upgrades will result in improved communication and internet speed for all college users.
4. New technology requests will continue to be based on program review submissions based on program needs.
5. In October 2016 District ITS will conduct a technology inventory assessment at Cañada College so they can assist the college with a technology replacement schedule based on priorities and costs.
6. **Technology Plan 2016-2017**

 It was determined that a new campus wide technology survey needs to be

 designed and disseminated to the campus community in the fall 2016 semester.

1. **Technology Requests**
2. As technology requests are submitted via program review, the Office of Administrative Services.
3. Requests to replace damaged equipment and technology that disrupt effective educational and institutional operations should be brought to the attention of the Office of Administrative Services so they can be addressed on a case by case basis.
4. **Meeting Dates**

The committee needs to establish an ongoing meeting schedule.

1. **Communication to campus community**

The next college-wide communication will be the technology survey.