Technology Planning Committee Minutes

September 24, 2015

Bldg. 9, room 257

9-10:30 a.m.

Attendees: Dave Hamilton, Maria Huning, Nathan Staples, Mike Sinkewitsch, Chialin Hsieh. Yoseph Demissie, Bruce Griffin

Absent: Gregory Anderson, Leonor Cabrera, Jose Garcia, Valeria Estrada, Mike Ferrari, Robert Haick, Max Hartman, David Meckler, Michelle Marquez

1. Introductions
	1. Bruce Griffin is the new … of ITS.
	2. Looking to have process for the year cleaned up so that we get the list of approved purchases so that we can make recommendations.
	3. Documents will all be available via SharePoint on the Inside Canada page for Technology Committee
2. Membership 2015-2016
	1. Hamilton will contact A&R to see if someone from that office might join the meeting as well as contacting Misha Maggi to make sure 2 student reps will be there.
3. Technology Plan 2014-15 Progress Report
	1. Goal 1: Optimize the use of new and existing technologies throughout the College by providing technology-related professional development resources to faculty and staff.
		1. Objective 1.3: New Technology – 75%
			1. Office 365, one drive, Skype were offered as new and expanded training. There has been ongoing training for this throughout the year.
		2. Objective 1.2: Survey – 75%
			1. This year due to administrative and personnel changes the survey for 2014-15 was not conducted. We have determined that a bi-annual survey is more realistic to our needs. The committee will be conducting this survey in the spring 2015.
		3. Objective 1.1: Professional Development – 50%
			1. Banner training opportunities via the district, Office 365 training, with SharePoint, one drive and degree work etc. At the College there have been specific banner trainings to departments and via flex day. Additionally Omni update training was available at Flex Day.
			2. Hiring a full time professional development staff member who will be able to develop and support the activities. This position will incorporate instructional design, distance education, and SLO development.
			3. The new full time position will utilize the Survey from spring 2014 was conducted and results will be used to address technology needs of the College.
	2. Goal 2: To establish the technology infrastructure to continually improve the operations and services of the college.
		1. Objective 2.1: Determine the needs – 100%
			1. Cycle of replacements has been created, timeline has been established. This objective has been institutionalized with the district.
	3. Goal 3: Ensure that compliant and current adaptive and assistive technology is available to all students possessing any form of learning and/or physical difference.

\*This goal needs to be adjusted in the future to include faculty and staff needs.

* + 1. Objective 3.1: Adaptive technology – 100%
			1. Adaptive furniture is provided to faculty, staff and student based on their needs. Faculty and staff needs are handled through HR. Max Hartman will be able to provide more information on the student needs in the future.
		2. Objective 3.2: Needs - ??%
			1. Max Hartman will need to provide this information at a later time.
		3. Objective 3.3: Training – 100%
			1. This information was in the general survey provided to faculty and staff.
1. Technology budget requests 2015
	1. Everything that was in the budget requests was approved. This information will be disseminated to the divisions and Deans will be able to identify what technology will be going to which groups.
2. Calendar Upcoming Meeting Dates
	1. March 24th at 9am next meeting
	2. An additional meeting will be determined at that time if needed.
3. Other
	1. Instructional Technology Inventory
		1. The funding for our inventory has been $277,000 every year for 5 years, we are on the 4th year of the cycle. There is $152,700 carryover from 2013-14, as well as the $277,000 is available for us to purchase new technologies.
		2. The lab replacement schedule has been based on priorities of educational needs. College IT and District IT will compile a list of needs for replacement. Previously the Deans and VPs were informed, followed by the Technology Committee, and then approved by PBC. However, the new order is that Technology committee makes comments, it is presented by a member of the committee to the President’s Cabinet for approval.
		3. There are a few labs that are included in the inventory purchases to be made. These are going to cost about $170,000 for the year to be replaced.
		4. Replacements for projectors in smart classrooms have not be placed on the inventory. Therefore we should purchase a few projectors to have as those projectors are being phased out.
		5. In the March meeting the Tech committee needs to determine the new replacement schedule for individual staff/faculty computers. Dean Marquez will need to determine the funding for these purchases.

Meeting ended at 10:32am.