



Technology Committee

Sept 27, 2013 | 1:30 – 3 | 3219 (Upstairs in Library)

Committee Description:

Committee members:

_ Mark Stengel	_Rick Staley	_Chris Akelian	_Jay Chalfant	_CCCUE SS Rep	_Toni Sommer
_Catherine Machado (co-Chair)	_Paul Sullivan	_Terry Reece	_Janice House (co- Chair)	_Praveen Babu	_John Cascamo
_Elizabeth Lobo	_Deborah Wulff	_Roland Finger	_ Nick Osterbur nosterb@gmail.com	_ Doug Highland	

a=absent

Information is posted on the Technology Committee site in SharePoint

AGENDA ITEMS	WHO	Goal/Obj/Etc	TIME	NOTES
Welcome new member	Catherine		2min	ASCC Rep, Nick Osterbur
1. Approval of agenda	All		3 min.	
2. Approval of minutes			3 min	
3. Previous Action Items			5 min	<ul style="list-style-type: none"> • Tech Comm can add Chair of Chairs to myCuesta group in Fall. They will get all agendas, minutes. <ul style="list-style-type: none"> ○ Toni will bring back a proposal to the committee. ○ Sent email to Ron Rupert. He will follow up with Chairs. ○ Toni will follow up

Determine FY13-14 Initiatives	All	IG 3	5 min	<ul style="list-style-type: none"> Committee needs to review the ACCJC Stds, Inst Obj and TPI listed.
Proposal for Adding Inventory to Migrated Computer Pool	Praveen/Jay/Janice	TP 4	15	<ul style="list-style-type: none"> Reviewed and input from Committee Version 2 of proposal created Action Steps: <ul style="list-style-type: none"> Praveen will clean up wording This will be on Tech Comm first agenda in Fall 2013 Janice: send District wide email asking for any unused computers that may exist to be added to migration pool Praveen's draft
Marketing our results (FY 12-13 Central IT projects and Summer/Fall Lab consolidation projects) and updated of network upgrade project POSTPONED TO OCT 25th MEETING	Roland / Jay / Catherine/ Jay	TPI 2, 4, 5, 8 SP 1,2 AS 3c1a,c,d		Lab Consolidation Summary Updated Map - NC 1 Updated Map - NC 2 Updated Map - SLO 1 Update Map - SLO 1 Draft Tech News <ul style="list-style-type: none"> Newsletter <ul style="list-style-type: none"> Roland will have words in draft form for next meeting
Foundation FY 13-14 Central IT funds	Janice	TP 2,4,5,8	5	Email from Shannon
District Computer User Policy – Create taskforce	Catherine		20	Current BP Current AP

				Draft list of topics to address Gary Rubin had responsibility of district polices process. Keep him informed
Surveys – create taskforces (See table below for what needs to be worked on)	Catherine		20	
Update on Student Technology Fee - regulations	Toni	TP 4	15	Legal Opinion on the Topic
INFORMATION ITEMS (as time permits)				
REPORTS				
Summary of Meeting Actions/Decisions/Future Steps				
2.				
FUTURE AGENDA ITEMS				
Fall 2013 – Lab consolidation report and next step	Jay/Terry/Chris	TP 15		

Legend for Goals/Obj/Etc column
AS – Accreditation Standard
IG – Institutional Goal
IO – Institutional Objective
TPI – Technology Plan Initiative

Future Meetings

1:30 – 3 room 3219 (Upstairs in Library SLO campus)

2nd and 4th Friday of the month

Aug 30, Sept 13, Sept 27, ~~Oct 11 (Flex)~~, Oct 25, Nov 8, Nov 22, Dec 13, ~~Dec 27 (holiday)~~, Jan 10, Jan 24, Feb 14, Feb 28, Mar 14, March 28, April 11, April 25, May 9, **May 23 (Finals week, leave in for now).**

Technology Committee Survey Timeline Matrix

The Technology Committee administers technology surveys to 3 groups, Faculty, Students and Staff. The following matrix identifies the timeline for each survey process.

Survey group	Fall term x	Spring term x+1	Fall term x+1
Students	Revise/Create	Deliver/Collect	Analyze Results
Staff	Deliver/Collect	Analyze Results	Revise/Create
Faculty	Analyze Results	Revise/Create	Deliver/Collect

Example:

Fall 2013: Student Survey will be revised based on previous terms results

Spring 2014: The modified student survey will be administered

Fall 2014: The results of the Spring 2014 survey will be analyzed.

Technology Committee 13-14 Initiatives

ACCJC Standard(s)	Inst. Objective	Tech Plan Initiative	In Progress	Completed	
					<p>The initiative listed are in addition to the ongoing functions of the committee (listed below):</p> <p>Do the processes described in our Process/Timelines</p> <ul style="list-style-type: none"> IPPR process Review Technology Plan activities Create/Revise, Deliver/Collect and analyze Student, Faculty and Staff technology survey (see matrix above)
1b,2a,2c,3c,3d	1,3	2,4,8			<p>1. Provide appropriate support and information in order to implement a student technology fee in Fall 2014 registration process. Work with VP Admin Services, VP Student Services and VP Academic Affairs.</p>
3c,4b		7,9			<p>2. Review Student and Employee Computer Use Policy and make necessary changes. Take the policy and administrative procedure through the process for approval</p> <ul style="list-style-type: none"> o Current BP o Current AP

					<ul style="list-style-type: none"> ○ Draft list of topics to address ○ Gary Rubin had responsibility of district polices process. Keep him informed
3b,3c, 3d	2,5	2,5,8,9,15			3. Participate in the North County Facilities Master Plan process. Identify district technology concerns and opportunities and communicate them to the District. Apply technology TCO to this.
1b,3c	3	9,12			4. Use SharePoint pilot to understand the process and give feedback for District adoption. Survey committee members about SharePoint.
2a,2c,3c,3d	1,3	2,4,8			5. Develop plan for use of Student Technology Fee to support instructional technology
3c		4,8,15			6. Distribute a technology newsletter to the District community 1x semester