**Technology Planning Committee**
**Minutes**
**Thursday, April 14, 2011**
**1:30 – 3:00 P.M.**
**Administration Building Board Room**

**MEMBERSHIP**
Todd Finnell, Co-Chair - Administrative Representative
Gaylla Finnell - Faculty Representative
Jeff Cantwell - Chair of B.U.G.
Edward Cecena - Classified Representative
Larry Valenzuela - Classified Representative
Daniel Bermudez - ASG Representative

**Members Absent**
Jim Fisher, Co-Chair - Faculty Representative
David Zielinski - Faculty Representative
Kathy Berry - Administrative Representative
Taylor Ruhl - Administrative Representative
Angie Gallo - CMCA Representative
Martha Olea - Classified Representative

**Visitors Present**
Omar Ramos, Jeff Enz, Valerie Rodgers

Recording Secretary:  Adriana Sano

I.   **VISITOR COMMENTS**

   a.  **Welcome and Sharing**

   b.  There was discussion among the group about the Applied Sciences Career Expo which took place this morning.
   c.  Val Rodgers announced that the ATLAS Interim Report was completed and would be going out this week.

II.  **ITEMS**

   a.  **Program Review and Approval**

   • Omar Ramos distributed two handouts and gave an overview of the 2011-2012 Program Review Resource Requests Report, and 2011-2012 Program Review Technology Plan Report.
   • Todd Finnell informed the group that the Technology Planning Committee would be reviewing the college's technology resource needs and making recommendations to the Program Review Committee. The committee is to look at student needs, the District's best practices, and determine if the resources requested fall within the scope of the Technology Plan's goals and priorities, or whether they need to be added.
   • The committee reviewed the 2011-12 Program Review Resource Requests Report for each ORG in detail.
   • There was discussion on the definition of a smart classroom which varies around campus depending on which building you are in.  Todd Finnell informed the group that IT's vision would be to implement Thin Clients in all classrooms for faculty.  This approach would allow faculty to have access to their own desktop from any classroom.  A pilot of Thin Clients will be implemented this Summer in classroom labs 803 and 901.
   • Todd Finnell asked the committee for their recommendations.

- Gaylla Finnell recommended that the District prioritize those things that maintain the core infrastructure of the college. Edward Cesena agreed.
- Omar Ramos indicated he would like to see more virtualized classrooms and labs.
- Jeff Enz recommended that desktops older than five years be replaced; they would need to be a high priority, since VDI will take a couple of years to implement campus-wide.
- Daniel Bermudez agreed with the recommendation to replace desktops and implementing VDI.
- Larry Valenzuela agreed with supporting instruction and standardizing desktops.
- Jeff Cantwell recommended that each request should be reviewed on a case by case basis.
- Todd Finnell summarized the consensus of the group by stating that budget be set aside for replacing computers and each request be handled on a case by case basis (based on need, priority, and conformity to the strategic plan).
- Omar Ramos volunteers to put together a prioritization spreadsheet using Google to submit electronically to the group in order to consolidate their recommendations.

## III.  ACTION ITEMS

### a.  Approval of Minutes

M/S/C Valerie Rodgers/Larry Valenzuela to approve the March 10, 2011 Minutes.

### b.  Technology Plan Review and Approval
M/S/C Gaylla Finnell/Jeff Cantwell to approve the Strategic Technology Plan as presented.

Discussion:
- Todd Finnell gave an overview of the the Strategic Technology Plan for 2011-2015 which included the following: Vision Statement, Strategic Initiatives, Support Index, Five-Year Road Map, 2011 Action Plan, and Appendix A, B and C.
- Todd Finnell informed the group that this committee's primary objective is the development of the Technology Plan and holding this institution accountable to adhering to the plan.  The committee's role is to evaluate progress and develop annual Action Plans to capture priorities on a yearly basis.
- There was discussion among the committee members on the institution's technology needs funneling through this committee for review.
- The committee discussed the changes within the organization and changes to come as new IT initiatives are implemented. This committee's role will be to make recommendations on how to best implement these new initiatives.
- Larry Valenzuela asked whether Web Time Entry, Technology Training, and Online Tutorial Videos could be included in the Action Plan.  There was discussion among the group and it was concluded that these tasks were included as a subtask under a larger activity and supported in the Technology Plan.

**Motion carried.**

## IV.  ADJOURNMENT

The meeting was adjourned at 2:50 p.m.