Technology Planning Committee
Minutes
Thursday, October 11, 2012
12:00 – 1:00 P.M.
Administration Building Board Room

MEMBERSHIP
Todd Finnell, - Administrative Representative (Chair)
Jeff Enz – Director of Enterprise System
Gaylla Finnell - Faculty Representative
Mike Cushner – Faculty Representative
Jim Fisher – Faculty Representative
Jeff Cantwell –Administrator/ Chair of B.U.G.
Martha Olea - Classified Representative
Andrea Montano - ASG Representative

Members Absent
Angie Gallo - CMCA Representative
Dixie Krimm – Classified Representative

Visitors Present
Omar Ramos - Online Services Architect

Recording Secretary: Adriana Sano

I. **ITEMS**

II. **VISITOR COMMENTS**

a. **Welcome and Sharing**

- Gaylla Finnell shared with the group that she has created a site for SPA through Blackboard and is able to communicate with her students.
- Martha Olea shared with the group that there are a few students that come to the Library that are not computer literate and are having difficulty accessing their course site. The group recommended referring these students to DSP&S.

b. **Approval of the September 13, 2012 Committee Minutes**

- M/S/C Andrea/Mike Cushner to approve the September 13, 2012 Minutes.

III. **ACTION ITEMS**

- There were no action items.

IV. **DISCUSSION ITEMS**

   a. **Update on Refresh Program**

   - Todd Finnell gave an update on the Computer Refresh Program, and stated that IT is currently scheduling staff and faculty computer replacements in Buildings 10, 100, 200, 300, 400, 1000, 2400, and 2600.
   - Jim Fisher commented that one of the things that he is concerned about is the synchronizing of the "My Documents" folder.
   - The group agreed that constructive feedback is important to the committee. However, Todd explained to the group that the purpose of this committee is the strategic planning and implementation of new technology on campus, and making sure that we are mapping to the Strategic Technology Plan. It is important to remind everyone that the IT Department is there for support and can be reached by calling the Help Desk at Ext. 6300 or by placing a ticket online.
   - As a part of the Refresh Program, new projectors are being installed across campus. Jesus Valenzuela, AV Media Technician has installed projectors in rooms 806, 208, 212, 203, 304A, 304B and 315. Replacements are pending in rooms 810, 313A, 313B and 2131. The target completion date is mid-November.
   - Todd Finnell shared with the group that IT would be taking to the Board for approval an Equipment Recycling Disposal plan at no cost to the college; the company has agreed to recycle and dispose of any equipment that is not marketable and will wipe the computer hard drives before recycling and/or disposing.

   b. **Student Technology Advisory Committee (STAC) Report**

   - Todd Finnell informed the group that the committee met on September 6, 2012.
   - The main focus of the meeting was on blackboard and getting all students involved with Blackboard.
   - Andrea Montano informed the group that ASG would be creating a video on "students teaching students how to use Blackboard."
   - The committee agreed to pick a topic each month and discuss the topic from a student's perspective.

   c. **2012 Activities Update**

   - Todd Finnell passed out the Strategic Technology Plan – 2012 Activities.
   - He reviewed the activities carried over from the 2012 Action Plan.
   - He indicated that IT would be circling back and making sure that all projects completed in 2012 are fully implemented, in production, and working properly.

- Todd Finnell asked the group to begin thinking about new projects that the group can discuss and recommend.

V. <u>ADJOURNMENT</u>

The meeting adjourned at 1:03 p.m.