MINUTES
Technology Planning Committee

Tuesday, November 7, 2017
12:50 – 1:50 P.M.
Building 10, Board Room

MEMBERSHIP

☒ Jeff Enz- Administrative Representative (Chair)
☐ Dave Drury - Administrative Representative
☒ Jeff Cantwell – Chair of B.U.G/CMCA Rep.
☒ Mark Duva – Faculty Representative
☒ Ralph Marquez – Faculty Representative
☒ Xochitl Tirado – DE Coordinator

☐ Adriana Sano - CMCA Representative
☐ Dixie Krimm – Classified Representative
☐ (vacant) – Classified Representative
☐ Karla Rodarte – ASG Representative
☐ Miguel Ruvalcaba – ASG Representative

Guest -

Recording Secretary: Angie Gallo

I. Welcome

II. Action Items

a. Approval of October 3, 2017 minutes
Accepted as presented.

b. Information Technology Systems Policies and Procedures Manual – Final reading
The manual was taken to College Council and Academic Senate for discussion. The Password Reset policy was included in the manual but will be pulled and taken back separately. Motion on first reading – no comments – call for vote – manual approved unanimously without the Password Reset policy.

III. Updates

a. OEI
Scheduled to go live spring 2018. Registration has started and 2 courses of Eng 110 are approved – each course has 5 seats set aside for OEI - course cap of 30 so 25 IVC seats and 5 OEI. Xochitl spoke with Kate, OEI contact, to check IVC status. She confirmed IVC is on track – priority registration has started. Pilot program - doing a lot of late registration for the OEI – aside from the registration – IVC courses would open for registration in late December. Waiting on OEI to do testing – user acceptance to be completed – IVC has done everything on this end. Question whether there are any issues reserving 5 seats specific for OEI. Right now, there isn't.

Will look into technicality on when to release reserved seats. Students have to register for 2 courses at home college, then student can register on OEI and can register for OEI curses. Instructor can see the course number to distinguish IVC with OEI seats. 25 students will register with IVC course number and 5 for OEI course number. Instructor will cross list students. IVC has done everything on their end. The OEI courses are not active yet. When they go live, student will get a link for the OEI. OEI is inserting data into CCCApply and spinning back out with information. They have to be able to validate student status. In 2019 decision on future funding of OEI/Canvas.

b. Canvas = no update

IV. Discussion Items

a. IVC webpage

Omar has been working on updating the website. He is also taking input to work on updates, as far as what the campus is looking for in the website. Ideas/suggestions on specific areas of concern. Comments have been made that the website is dated and needs updating but no specific information has been provided. Committee was asked to help answer what is the need? ASG representatives were not in attendance. Jeff will meet with Dean Torres. Priority is to meet the needs of students and campus as a whole. If you know anyone who has strong feelings on the topic, asked to refer them to I.T. – Omar or Jeff and schedule meeting to discuss changes.

January is the target Omar is working on for the new version of software to be in place. It is more on the technical side but making it more student focused. The update in whole, will take more time because they are looking for input from students. Committee was asked to check with their divisions/departments and ask if there are any changes they would like to see. Ralph stated Dr. Johnson has asked counseling department to see what changes they would like to see. Jeff explained there is a level of separation. I.T. provides the layout, but the department is responsible for the data that is placed online. Andres Martinez in the Business division has taken over his division page to ensure heas accurate information reflected on there. The person with access can vary between departments/divisions – staff secretary, administrative secretary, or other department employee can be the person with access. Contents and gathering information is very time consuming. Every department is responsible for placing and updating their own information.

If/when the District hires a PIO (Public Information Officer), the PIO will handle some of the information upload. There is a plan in place that has been presented to the BOT. IVC is the only campus that doesn't have a PIO office. There is a desire to have a PIO office and Bill Gay presented a proposed plan to the Board. The plan eliminates the consultant and hires a PIO. Plans are being discussed. What are duties of PIO office – voice to community, marketing and outreach. The District needs a unified look and feel, unified message, and this position would be responsible for solving that issue. IVC is always compared to Arizona Western. It is close in proximity to IVC but the difference has to do with funding. IVC doesn't have a dedicated department for marketing and the marketing committee struggles to get things done. Marketing doesn't have a person responsible to drive that plan. Accreditation requires that all communication is consistent to all stakeholders. For example, if there is a change in tuition costs, classes offered, etc. District is required to communicate the message consistently. Campus also needs consistent social media presence. At the time, marketing has very limited funding. The campus did have a marketing department in the past. When the budget went down, the decision to eliminate the department was made. Need to focus on student outreach as a priority.

c. Accreditation Standard 3C. Question #1
    Review of the answer to Question #1. Dr. Patterson has information needed to complete the analysis.

V. ADJOURNMENT

Meeting adjourned 1:50pm.