**Technology Committee**
Meeting Notes 3-26-2014
Present: Nick Dimitri, Katie Krolikowski, Ellen Geringer, Mark Williams, Sandra Moore, and James Eyestone (note taker)
Called to order at 3:10pm

**Approval of Agenda**

 Ellen motioned to approve the agenda and Nick seconded. The approval was unanimous except for Kate (not yet present).

**Approval of Previous Minutes**

 Nick motioned to approve the minutes from 2/26 with changes and Ellen seconded. Brandy's name was misspelled in two places. The approval was unanimous except for Kate (not yet present) and Sandra abstained (she was not present at the meeting).

**Office hours on the web**

 The discussion continued from previous meetings. James had invited the division secretaries to the meeting though none could make it. Mark had discussed the process with the LA division and James with the LAVA division. James shared with the committee a process that Mark drafted with the input of the LA division (Included below). James stated that the process in LAVA was similar and modeled after the LA division. James went on to talk about how Satish Warrier at the District Office had developed an electronic process for his last District. James asked Satish to do the same for our District and placed it on a list of “IT” projects at the District. James encouraged the committee to develop a list of what we’d want the process to be and how it would work. The committee came up with the following criteria:

* The system would produce a printable office hour form with the same elements as the current one for posting on office doors (included below)
* The process would “auto populate” as much data as possible about courses
* The information would be publicly available for read access
* The information would be tied to a staff directory
* As much data as possible would “roll-over” from term-to term like rooms, hours, and days
* Form may doesn’t require a finals schedule
* The process would inform the division offices
* The process would be web-based and user-friendly

**Computer Replacement Strategy discussion**

 Continuing the discussion from previous meetings, James reminded the committee that we were working on a broad strategy and that last time we had decided on a figure of ~$50,000 covering ~60 computers per year for staff. The Committee then went on to discuss Smart Classroom upkeep. James stated that the last two rooms on campus which are not yet “smart” are set to be converted and funding was available. The rooms are HS101 and PS113. Nick said once they were converted, it should be less money to upgrade or keep them each year. The committee thought that a 5 year strategy would work for the smart classrooms as well. There are approximately 60 smart classrooms total so ~12 would receive upgrades each year. Nick suggested $18,000 as the budget others thought that wouldn’t be enough. The committee settled on $30,000/year though there were concerns that this would not get approved at the budget committee.

**Technology Plan Update**

James explained that the Tech Plan went to College Council for approval. It had a first read at the February meeting. It was a second read and approved at the March meeting.

The meeting ended at 4:30pm

The next meeting is 4/23/2014, 3:00 - 4:30pm