Technology Committee Minutes (Draft)

October 14, 2015

AA-216

10:00am - 12:00pm

Present: Megan Kinney, Sandra Moore, Thomas Holt, Mark Williams, Nick Dimitri, and James Eyestone

**Meeting called to order at 10:15am**

**Approval of Agenda – Agenda was approved with no changes**

**Computer Replacement Strategy discussion**

James summarized the discussion that occurred over the last several committee meetings highlighting the need for the college to have a plan on and a schedule for replacing computer/network technologies throughout the campus. The intent was to have the process and schedule become college policy to make it long lasting. There were four basic categories:

Office Computers

Lab Computers

Smart Classroom Technology

Server Infrastructure

Sandra asked about the cameras systems on campus. James indicated that though there were several independent cameras systems on campus, the District had developed a standard that will start to be implemented with the new campus center buildings in 2016. Eventually, all the cameras would be brought under that system. Many areas with their own cameras will move to the new building and so their individual systems will be removed after the move. It is unclear how other areas will be funded for migrating to the centralized camera system.

James asked committee members to review the past minutes for the next meeting so that the committee could help finish the discussion and draft a policy.

**Technology Strategic Plan**

James reminded the committee that the college has a new strategic plan and that the current technology plan was now out of date and would need a rewrite. There is a process to writing a plan that the committee will undertake in the coming meetings involving brainstorming, developing themes and vision, and then strategies. The completed plan would need College Council approval.

Sandra mentioned a need for support in the evenings. James explained that the Technology Department was open from 8am – 6:30pm M-Th & 8am-5pm on Fridays. Sandra didn’t think that was enough hours citing that Media Services use to be around until later in the evenings and often helped faculty with technical issues. Nick also reminded the committee that there use to be an evening supervisor position (now eliminated) and that person was able to help with logistics and some technical issues. Instead the college now relies on the evening supervisor which is a rotating manager each night who is on duty until 7:30pm. After further discussion, the committee thought that this issue should be escalated to the parent committee, operations.

James asked committee members to read the current tech plan and the college strategic plan in preparation for the tech planning process in future meetings.

**College Strategic Plan 2015-2020, strategies**

James explained that as part of the new college strategic plan, certain committees and their chairs were charged with objectives (strategies) that needed to be fulfilled. The Technology committee is responsible for strategy 4.1a which states, “Update the Technology Plan to improve the effectiveness of instruction, student services, and administrative services.” This will be completed through the rewrite of the tech plan which the committee will be working on over the next several meetings.

**Adjournment – Meeting Adjourned at 11:25am**

Next meeting scheduled for 10/28/15 from 10am-12pm