Norco College
Technology Committee Meeting
12:50pm-1:50 p.m.
IT 218
December 10, 2015

MINUTES

Present	Absent
Ruth Leal (Co-Chair)	Sherri Cologgi (SFS)
Damon Nance (Co-Chair)	Elan Santana (ASNC)
Cathy Brotherton (CIS/BEIT)	Ladylyn Dominguez (SBS)
Janet Frewing (Math)	
Keith Coleman (DRC)	
James Finley (CIS/GAM)	
Jefferson Tiangco (DOI)	
Deborah Tompsett-Makin (SBS)	Guest
Christian Castillo (ASNC)	Darren Dong (District)
Mitzi Sloniger (COMM)	
Emile Bradshaw (Tutorial)	
Daniel Lambros (IMC)	
Kim K. Kamerin (AHWL)	
Mark DeAsis (A&R)	
Ana Molina (Secretary)	

1.   Call to Order 12:50 p.m.

2.   Consent Calendar- Ruth Leal

   a. Motion (Brotherton/Kamerin). Approve minutes for October 15th and November 21, 2015. Approved. Three abstentions.

3.   Committee Business – Damon

   a.   Member Role & Responsibilities
   Mr. Nance discussed the change of the title of the committee responsibilities document to Technology Committee Operational Principles and Procedures. Ms. Leal discussed the changes to the principles and procedures with the committee members. Discussion proceeded regarding the term of service for each member of the committee. Members need to serve for a three year term. Members may be reappointed. Attendance was discussed. Committee members who miss three consecutive meetings may be voted off the committee. A committee calendar detailing the timelines when the committee is scheduled to address specific planning, procedural, assessment review, etc., tasks will

be developed and worked on with the committee members in the spring semester of 2016.

Motion (Bradshaw/ Tompsett-Makin): To approve the revised and updated Technology Committee Operational Principles and Procedures document. Approved. No abstentions.

b. ITSC Update

Mr. Nance informed the committee that the ITSC discussed the district wide transition to Office 365. Ms. Leal will continue to follow up on the details of the transition to keep the committee informed. Mr. Nance reviewed the Technology Committee's recommendations regarding the video streaming equipment request from Riverside City College, and the district's program review prioritization list.

4. Technology Plan – Ruth

a. Subcommittees Report

Ms. Leal provided an update regarding the subcommittees.

Goal #1 subcommittee will be sending out the Lynda Satisfaction Survey to all active users. The survey will remain open until the end of the winter semester. Ms. Leal asked the committee members to provide workshop ideas for the spring semester. The committee discussed a "Blackboard for Faculty" workshop as one idea since that is always in demand, as well as a workshop to show how to fill out the technology request form. Mr. DeAsis suggested that a workshop should be conducted about program review and include the technology request form in the training.

Goal #3 subcommittee informed that the technology request for Melissa Bader's Mac computer has been completed. The computer has been purchased and installed.

Goal #6 subcommittee has received research regarding the tablets for the Library as part of the follow-up discussion topic "computer access for students" from the 2015 Technology Survey. The library staff put together a brief document for the committee summarizing the research and recommendations. Ms. Leal reviewed the document with the committee members. The conclusion was that it was better to add additional laptops for library checkout with a mixture of tablets such as Surface Pros. Mr. Dong suggested looking into Chromebooks as another option.

The committee discussed the general use classrooms and what technology they should have as part of the 2015 Technology Survey follow-up. Dan Lambros reported that IMC is looking at bring your own device (BYOD) technology. The committee decided to initiate drafting a recommendation on the technology that each classroom should have installed and bring it back to the committee for discussion and then move it forward to the Academic Senate for discussion.

The survey topic of a "troubleshooting help desk" was discussed and an update reported that the discussion was in ITSC about human resources on the district's program review as well as including support for students.

The committee discussed creating a list from the 2015 Technology Survey and determining a priority for discussing and potentially addressing items. Emile Bradshaw volunteered to create a rough draft list for review in early spring 2016.

b. 2015 Program Review Technology Requests
   Ms. Leal reviewed the prioritization list from program review with the committee members. The committee members decided to provide the recommendation for the prioritization listing of high priority items based on numerical order of points.

   Motion (Bradshaw/Finley) Accept the 2015 Program Review Technology Requests email vote and approve putting together a priority list of high priority items based on numerical order of points. Approved. No abstentions.

   In addition, it was discussed to create a timeline that can be provided to the planning councils so they can submit their program review technology prioritization lists to the Technology Committee. This will expedite the process and the Technology Committee will have enough time to make its recommendations in a timely manner. Mr. DeAsis suggested adjusting the Student Services Program Review Template to include the questions from the Technology Request Form to expedite the process so that the users will answer the questions on the front end without having to go back and fill out a Tech Request Form on the back end thus saving the committee valuable time and streamline the process. The committee decided to accept the offer and use this as a pilot/test that may work for the other program review templates.

5. Open forum

6. Next regular meeting on February 18, 2016

7. Adjourned at 1:50 p.m.

Dept.	Request	Justification
AHWL	Professional Video Camera	Recording of in-class and public performances is a great tool for student assessment by instructors, and for peer review. If would also be a great tool for posting to our social media outlets: YouTube and Facebook. It would be specifically useful for MUC 1ABC, MUC 10, MUC 11, (and several MUC classes as well).
AHWL	Better computer connection to projector in ATEC 211	Unreliability of connection hampers effective teaching/learning, and is a safety hazard due to cords in teacher's area
AHWL	Computer in HUM 101	Computer currently in HUM 101 is incredibly slow and can't be practically used for instruction because of the time needed to load and display content.
AHWL	Replace student laptops in Language Lab Classroom	Current laptops are 5 years old
BEIT	Lynda.com subscription is an essential tool used for keeping up-to-date for training of staff.	This cost has been covered for both CIS and GAM through Perkins grant funds and this last year was covered by Norco College. During 2014/2015 Norco College provided this tool for all staff and students. There is no assurance it will be covered next year. This tool is a must-have for faculty to need to stay abreast of changes that are on-going in software
BEIT	SchoolVue	SchoolVue is an essential tool used for used in our Learning Lab and classrooms. It allows us to direct and monitor student terminals in both lecture and lab environment.
BEIT	Camtasia/SnagIt	Camtasia/SnagIt is a tool provided for faculty to enhance their lecture and course tool preparation.
BEIT	Two Desktop computers for CIS faculty offices in ATEC building	Computers in the offices of Cathy Brotherton and John Coverdale are older than, and significantly below the performance of, computers in the CIS labs and LRC. Lack of hard drive space and power make these computers ineffective for the combined use of Microsoft Office and Adobe Creative Cloud applications. Possibly more recent computers may be available in current inventory as a result of upgrades to the LRC and ATEC 118.
BEIT	Upgrades to computers in LRC	In the meeting of the LRC Transition Task Force, it was agreed that with reduced lab hours, it would be desirable to maximize the use of the LRC for independent student work, peer tutoring and group activities. To most effectively use this space, the 32 computers on the CIS side of the lab will need to be upgraded to parity with the newer computers in the GAM lab. Notwithstanding the LRC transition this upgrade that would need to happen in the not-distant future during the ordinary technology replacement cycle. Moving this
BEIT	Replace computers in IT 208	Due to the growth in both MUC and GAM, additional classroom space is required to serve students pursuing certificates and degrees in the 6 new game development programs. These are high end computers to be used for industry quality 3D modeling, animation and rendering. The cost is estimated. We are in the process of obtaining quotes.
BEIT	Computer and Phone for new Game Art Faculty	A new Full-Time Game Art Faculty will need a computer and phone for the faculty office. The estimate was provided by Beth Gomez.

BEIT	Replace 30 Computers in the LRC	Because the LRC now requires greater flexibility due to the recent changes in lab structure, existing computers that were previously only suited for handling CIS department related tasks will need to be upgraded to accommodate the higher technical demands of the games development classes. The current lab environment is divided into two nearly equal parts between CIS and GAM disciplines. These lab computers are scheduled as attached to courses, but neither side has enough machines individually to handle an entire	
COMM	New Computer or Laptop for Discipline.	The sole full-time discipline member at Norco College is also the District Discipline Facilitator. The current college-provided computer is both out-of-date, and plagued with viruses. Most of the files were corrupted. While the Help Desk has been very supportive in trying to solve the problems, the discipline member/District Facilitator cannot adequately perform the duties of the job without current technology.	
SBS	Camtasia Software	To enhance online class "lecture" and develop slides/presentation for various Counseling topics.	
SBS	Computer, Desk, Bookcase & Phone for new faculty	Did not list	
SBS	Desktop computer with Office 2010. Much older computer	Older Computer, slower.	
SBS	Replacement of lectern computer in IT 122	The computer frequently will not access the internet sites and it is very slow. Almost all political science courses are held in this room so the computer has a high usage.	
SBS	Replacement for overhead projector device for PowerPoints in IT 122	Conmtinuous flickering of light even with bulb change is distracting to students and decreases learning.	
SBS	New Full-Time Faculty Equipment (computer, desk, bookcase, phone)	All newly hired full-time faculty need equipment to fulfill work responsibilities.	
SBS	Six lab top for student use (rank1)	Did not provide	
SBS	Statistics program	Students will research practically (Rank1)	

Equip Instructional/ Non-Instructional	No.#	Total Cost	Total Points	Recommendation (High/Medium/Low)
I	1	$2,500.00	25	Low
I	1	Did not provide		
I	1	$1,800.00	76	Medium
I	32	$12,800.00	75	Medium
N	5	$1,875.00	70	Medium
I	Not provided	$3,000.00	62	Medium
I	Not provided	$175.00	71	Medium
I	2	$5,000.00	82	High
I	32	$80,000.00	88	High
I	30	$60,000.00	66	Medium
N	1	$1,500.00	45	Low

I	30	$60,000.00	86	High
I	1	Unknown. Depends on the college district/vendor		R
I	1	$ 161.69	58	Low
N	1	$4,000.00	27	Low
N	1	$1,200.00	56	Low
I	1	$1,200.00	81	High
I	1	$4,500.00	63	Medium
I	1 set	$4,000	53	Low
I	6	$6,000.00	11	Low
I	1	$15,000.00	12	Low

Recommendation Comments	Recommendation Action
IMC recommends purchase of small video camera for $1k or checking out the video camera (2 available) IMC has for faculty use. IMC now has 2 checkout video cameras. Need criteria information.	Contact IMC to checkout video camera.
IMC Repair Issue. IMC will follow-up on this request.	
Needs to be replaced, computer 5 yrs old per Micro.	
Needs to be replaced, computer 5 yrs old per Micro.	
Lynda.com already in place and used by 2477 users. Recommended by Technology Committee at $25k. Funded only through June 30, 2016.	
Instructional need per Micro. Should already be covered by existing budget. This is not new. It is currently used and a very important aspect of teaching with computer skills.	
Instructional need per Micro. Should already be covered by existing budget. Not a new purchase. It is a renewing of existing license.	
Needs to be replaced, computer 5 yrs old per Micro. We teach software that demands newer computers. Computers part of 25% oldest computers in inventory.	
Needs to be replaced, computer 5 yrs old per Micro.	
Computers are 2 yrs old. NIT 202 needs to be replaced too… Same age with IT 208. Per Grants, there is not additional funding for replacement computers.	
Faculty is low on list to be hired.	

Needs to be replaced, computer 5 yrs old per Micro. High student usage area.	
equest fulfilled by inventory in 2014 Program Review Cycle.	
License if for PCs only. Reserve Professional Development Center instead which is equipped with Camtasia software.	Reserve PDC for Camtasia use.
Need criteria information. Committee reviewed the computer only.	
Few details provided. Computer purchased on 5/30/10.	
Need quote and installation required per IMC.	
Need criteria information. Committee reviewed the computer only.	
Need criteria information.	
Need criteria information.	

2015 Norco College BFPC Annual Program Review Technology Requests - Rec

Dept.	Request	Justification
Library	Replacement Computers for Library Staff/Reference Desk	Computers for the Circulation desk staff, Library Technical Assistants, and Library Reference Desk are at end of life and beginning to fail.
Library	Replacement Computer for Library Student/Public Catalog Station	Computer for locating books in the Library Catalog is old (Gateway) and beginning to fail.
CTE	Instructional software required for classes: Unity, Fusion 5, Game Maker, Unity Pro, Z-Brush, Adobe Suite, and Quia	Our Title V "Portal to the Future" grant is ending 15Fall and much of our industry-grade gaming software is categorically supported. It needs to be institutionalized to support our 7 Game Development certificates and degrees. Software includes: Unity, Fusion 5, Game Maker, Unity Pro, Z-Brush, Adobe Suite, and Quia.
DOI	Color Copier/Scanner	The five members of the unit require the ability to scan documents. Seven members require the ability to print in color. The existing printer is at end of life.
STEM	Server for Copy Machine	We need a server for the copy machine in STEM 117. This is the copier for the students and it is currently on the server located in the NOC. Due to its location we may experience problems when students try to print.
TSS	Upgrade AV Equipment in ATEC 109	Replace all A/V systems in this classroom. Replacement will include a smart lectern, doc camera, new projector, new audio system and cabling will be up to date.
TSS	Upgrade AV Equipment in ATEC 114	Replace all A/V systems in this classroom. Replacement will include a smart lectern, doc camera, new projector, new audio system and cabling will be up to date.
TSS	Upgrade AV Equipment in ATEC 118	Replace all A/V systems in this classroom. Replacement will include a smart lectern, doc camera, new projector, new audio system and cabling will be up to date.
TSS	Upgrade AV Equipment in ATEC 119	Replace all A/V systems in this classroom. Replacement will include a smart lectern, doc camera, new projector, new audio system and cabling will be up to date.
TSS	Technology Recommendation Refresh Plan for 77 Computers, 46 Printers, 64 Monitors	Per the Technology Strategic Plan and Replacement of Technology Insfrastructure & Equipment Refresh Plan, 25% of the computer inventory is recommended to be replaced based on age and programmatic needs. This is the 25% recommendation made by the Technology Committee
TSS	Projectors for JFK	Replace old projectors in media carts for JFK/Norco College evening instructional use. Projectors have already reached their end of life.
Facilities	Tablet	To use for meeting minutes and to work on off-site locations.
TSS	Upgrade all Projectors in IT Building	Replace End of Life Projection systems for all classrooms. Current projectors are losing color quality and brightness rapidly. $1,000 per year for lamps.

TSS	Purchase new projector for CSS 217 Board Room	Purchase new projector for CSS 217 Board Room. Current system is approaching end of life.
TSS	Cordless Microphones	Purchase new wireless mirophone systems for IMC, AV Norco College events.
TSS	BYOD Hardware in all Conference Rooms	Upgrade Technology for non-instructional spaces in conferences rooms. This system is to keep current with new technology systems that will allow all mobile and desktop systems to connect and present on the A/V systems.
TSS	Microsoft Surface Pro 3	
TSS	Lenovo Thinkpad X1	
TSS	Dell Precision Workstations	Upgrade TSS equipment
TSS	3TB External Hard Drives	

:commendations by the Technology Committee

Equip Instructional/ Non-Instructional	No.#	Total Cost	Total Points	Recommendation (High/Medium/Low)	Recommendation Comments
N	8	$ 9,500.00	84	High	Recommend replacement per Micro. 041928, 041941, 041945, 041949 (Circulation desk); 041929 (Reference desk) purchased 5/30/10; 041233 (Miguel Castro) purchased 2/22/10; 041920 (Chris Poole) purchased 5/30/10; 033866 (Library Print Server) purchased 4/5/07 *Part of 25% Oldest Computers
N	1	$ 1,200.00	83	High	Recommend replacement per Micro. Asset Tag #031408; purchased 1/11/06 *Part of 25% Oldest Computers
I		$ 45,597.00	77	Medium	Instructional need per Micro.
N	1	$ 8,500.00	54	Low	Recommend replacement per Micro. Asset Tag#020873; not in inventory; old asset tag number
N	1	$ 12,000.00	42	Low	Micro has questions on this request.
I		$ 20,000.00	88	High	Need to provide a quote and installation is required. 7 years old per IMC
I		$ 60,000.00	88	High	Need to provide a quote and installation is required. 7 years old per IMC
I		$ 20,000.00	88	High	Need to provide a quote and installation is required. 7 years old per IMC
I		$ 20,000.00	88	High	Need to provide a quote and installation is required. 7 years old per IMC
N		$ 139,850.00	93	High	Recommend replacement per Micro. Oldest computer items in inventory. Replace oldest computers based on staggered refresh plan per strategic plan and accreditation.
I	7	2000 per unit	91	High	9 years old per IMC.
N	1		21	Low	Few details provided.
I	22	3000 per unit	90	High	Need to provide a quote and installation is required. 6 years old per IMC.

N	1	$ 6,000.00		75	Medium	Need to provide a quote and installation is required. 5 years old oer IMC.
N	4	2500 per unit		63	Medium	
N	6	2500 per unit		76	Medium	Need to provide a quote and installation is required.
N	4			40	Low	TCO not provided.
N	1			31	Low	Need criteria information. TCO not provided.
N	6			54	Low	Asset tag numbers 52402; 52401; 52404; 52403; Newer tag numbers; purchase date not in inventory but purchased with Operations Center in 2013; TCO not provided.
N	4			49	Low	TCO not provided. Need criteria information.

2015 Norco College SSPC Annual Program Review Technology Requests - Recommendations by the Technology Committee

Dept.	Request	Justification	Equip Instructional/ Non-Instructional	No.#	Total Cost	Total Points	Recommendation (High/Medium/Low)	Recommendation Comments	Recommendation Action
Assessment	New Computer workstations (27)	Currently, the Assessment Center is administering the web-based placement test on computers that are at least 4 years old. It is highly recommended by the manufacture to replace computers when they have reached the maximum efficiency which is about 3-4 years.	N	25	$30,093.12	83	High	Recommend replacement - computer age 4 yrs old per Micro.	
SSS	Bluemen 10.0 Technical Support Software		N		$1,890.00	16	Low	Need criteria information.	
SSS Rise	Bluemen 10.0 Technical Support Software		N		$300.00	16	Low	Need criteria information.	
T3P	Desktop Computers		N	5	$10,000.00	16	Low	Micro has questions on this request. Need criteria information.	
T3P	Printer		N	1	$400.00	21	Low	Micro has questions on this request. Need criteria information.	
A&R	Secondary Monitors and Articulating Arms (3)	To provide an efficient means of reviewing documents in areas of duplicate file merge, research, and statistical analysis.	N	3	$1200.00	41	Low		
A&R	Large Copy Machine	Current copy machine is approximately (10) years old. It requires constant repairs and malfunctions frequently.	N	1	$9,000.00	70	Medium		
CalWORKs	Lenovo Desktop Computer	Replace the All-in-One for the Asst. Dean. Current all-in-one is not functioning properly	N	1	$1600.00	62	Medium	Recommend replacement - computer age 4 yrs old per Micro.	
Counseling	Web Cams w/ Mic (3) w/3year onsite warranty	Web Cams w/ Mic are needed for all Full-time Counselors in order to facilitate online counseling appointments. Currently 2 full-time counselors do not have a Web Cam with Mic. We are hiring an additional SSSP	N	3	$150.00	50	Low	Need quote from IMC.	
Counseling	Camtasia Software	To enhance online class "lecture" and develop slides/presentation for various Counseling topics	I	1	$161.69	57	Low	Use Camtasia in Professional Development Center.	Reserve PDC to use Camtasia.

Department	Item	Description		Qty	Cost	Score		Priority	Comments	
Counseling	SARs TRAK	As the Counseling Dept increases outreach and provides counseling services at other locations on the Norco College campus, SARS TRAK will allow for accurate data collection regarding student's use of counseling services. SARS•TRAK is a student self-serve check-in/check-out system for measuring students' use of college services, such as advising and counseling services. A PC at each site prompts students to record their arrivals, reasons for their visits, and departures. Students can enter their	N	1	$9,520.00	63		Medium		
DRC	Desktop workstations for staff (8)	The DRC staff are currently utilizing desktops and accompanying monitors that are over five years old. The staff are reporting that the machines are slowing down and need to be replaced during the 2015-16 academic year to reduce the possibility of a hard drive crash. The estimated number of	N	8	$10056.00	70		Medium	Recommend replacement - computer age 4 yrs old per Micro.	
EOPS	Desktop workstations with Printers	The EOPS/CARE staff are currently utilizing desktops and accompanying monitors that are over five years old. The staff are reporting that the machines are slowing down and need to be replaced during the 2015-16 academic year to reduce the possibility of a hard drive crash. The estimated number of workstations includes those for future staff (director	N	2	$3443.64	61		Medium		
EOPS	iPad and appropriate accessories	The EOPS/CARE office is in need of an upgraded tablet for staff use for taking meeting minutes at EOPS/CARE staff meetings and advisory committee meetings, store program related documents, and for providing program related presentations (power points).	N	1	$ 892.00		32	Low	Need criteria information.	
JFK	Laptop	To provide access for onsite counseling, advising, and enrollment follow up at the JFK Middle College High School location.	N	1	$ 2,600.00				Being purchased with Middle College Grant.	
Outreach	Surface Pro 3 Laptop Computer	Utilize it to conduct off-site outreach presentations, College/Job Fairs and special events. This would help us go prepared as needed for presentations.	N	1	$ 1,835.99		39	Low		
Outreach	BEM Wireless Kickstand Mini Portable Projector	Utilize it with the laptop during off site Outreach presentations. When invited to events, schools struggle to provide equipment for presentations. This would help us go prepared as needed for presentations.	N	1	$ 594.00		44	Low		
Outreach	Lenovo Desktop Computer	The computer assigned to this position/office is the old computer from the Asst. Dean of CalWORKs. It is outdated.	N	1	$ 1,600.00		43	Low		
Puente	Laptop for hourly worker	The hourly worker does not have a workstation nor a computer so the laptop would be vital since this position requires use of a computer.	N	1	$ 1,000.00		28	Low	Need criteria information.	
Student Employment	Electronic Timesheets	This area processes over 6000 paper timesheets each year. It is costly because departments also have to keep a copy and the number of timesheets printed doubles. The margin of error increases with manual timesheets. With the increasing number of student employees hired at Norco, it makes sense to infuse technology. Electronic timesheets can deliver improved accuracy of payroll data, simplify data entry, electronic signatures would also save time for supervisors that have to sign dozens of timesheets for their area. It would save money, time, efficiency, and benefit all departments. (One time purchase cost).	N	1	$ 10,000.00		48	Low	Need criteria information to evaluate.	
Student Employment	Fax Machine	This area deals with high volume of very confidential faxes that come through for payroll, hiring purposes, employment verifications.	N	1	$ 400.00		20	Low	Need criteria information. Recommend using scanning/email instead of outdated technology.	
Student Employment	Lenovo 3554-CTO M72h All-In-One w/3year onsite warranty	Current computer keeps crashing. It's 4 years old.	N	1	$ 1,000.00		54	Low	Need criteria information.	
SFS	Computers (5)	These computers are needed for staff to work efficiently. Our current computers are approximately 5 years old.	N	5	$ 5,000.00		69	Medium	Asset Tag#044629, 44617, 44630, 44616, 44628: all purchased 6/10/11	
Transfer	iPad Air 2	Utilize for digital sign-in at workshops and transfer fairs. For Transfer Center staff to utilize at conferences, meetings. To send text updates to students, and appointment reminders to student, and used to conduct student surveys. Department student employees are utilizing current mobile device (iPad mini) at on campus information tables for appointment registration.	N	1	$ 500.00		29	Low		
Veterans	Secondary Monitors and Articulating Arms	To provide an efficient means of processing VA certifications as I currently have to switch from Norco College's UIWEB software to the Department of Veterans Affairs VAONCE software.	N		$ 1,500.00		36	Low		
Veterans	iPad	The use of a mobile device is needed for taking notes while attending VA workshops/meetings. To assisting veterans/dependents.	N	1	$ 700.00		20	Low	Need criteria information.	

Wilfred J. Airey Library

Norco College

Assessment: Integration of computer tablets as reserve items at the library

➤ Tablets, while popular due to their ease of usage, do not provide students with enough functionality with regard to research.

➤ Many tablets, such as Apple products, do not include a USB port which will be necessary for students to print out their work as they will not be able to print using the network Wi-Fi

➤ Laptops would be a more preferable option as they include connected keyboards, which will allow students to type up their papers in a faster format.

➤ Some tablets can and do include optional keyboard attachments, but the addition of these extra accessories will be more difficult for library staff to manage.

➤ Integrating library security tags onto devices in order to prevent theft is much easier with laptops than tablets, as they provide more available options for the attachment of these security measures.

➤ Access and usage of Microsoft Office is an important feature that is necessary as a homework tool for our students. Unfortunately, Microsoft Office is not available on some tablets and is also much easier to utilize on a laptop.

➤ Tablets are more prone to break due to slippage including their handling during storage. Laptops would be a more preferable option as their construction would promote their longevity.

Norco College Technology Committee
Operational Principles and Procedures

Technology Committee Statement of Purpose

The Norco College Technology Committee provides recommendations for the strategic direction, implementation and sustainability of technology resources throughout the college used to support student learning programs and services and improve institutional effectiveness consistent with the college's mission.

Role of Member

- Reviews all relevant material prior to the committee meetings or through email correspondence. Contributes to the discussions concerning the committee's issues.
- Attends all meetings of the committee and sub-committees
- Participates in carrying out the goals and objectives in the Technology Strategic Plan
- Promotes awareness of the Technology Strategic Plan
- Actively participates in the work of the committee

Meetings

It is important for each committee member to attend all meetings.

There are four Technology Committee meetings each semester. Please place these on your calendar and commit to attending. Please arrive on time and prepared for the meeting.

Technology Sub-Committee meetings may be scheduled by a sub-committee to discuss and develop action plans for its goals and objectives.

Membership

The membership of the Technology Committee is voted and approved by the Technology Committee. Appointments of the membership shall be made by the Academic Senate for faculty appointments, California School Employees Association (CSEA) for staff appointments, college administration for management appointments, and Associated Students of Norco College (ASNC) for student appointments.

Composition

The membership of the Technology Committee shall consist of seven faculty members, seven classified staff members, two students, and two administrators as approved by the Committee. Vacant positions can be filled at any time upon approval by the majority of the Committee. Changes in composition must be in equal ratio (staff/faculty and student/administrator) and approved by the two-thirds majority of the Committee.

Co-Chairs

The Technology Committee will elect a staff chair and have an administrative co-chair (non-voting unless to break a tie). The Committee at any time may elect to move to a tri-chair system and elect a faculty co-chair to serve as well. Co-chairs serve as members of the Information Strategy Council (ITSC) as representatives of the Technology Committee to facilitate communication and transparency with district strategic planning in technology. All votes and positions made by the co-chairs at ITSC are voted and approved by the Committee beforehand. Co-chairs will serve a term of three years and may be re-elected. Elections for co-chairs are conducted in the spring semester.

Terms

Members shall serve a term of three years. Terms shall commence at the beginning of fall semester and conclude at the end of spring semester. Members that are appointed mid-year are still eligible to a term of three full years concluding at the end of spring semester to avoid changes mid-year. Members may be re-appointed.

Proxy

If a member cannot attend the meetings for a semester, he or she may designate an alternate (proxy) who will have full voting rights and privileges on behalf of the committee member.

The committee member shall inform the co-chairs in writing seven days in advance of the meeting of the selection of an alternate or proxy. Only committee members or approved alternates (proxy) may vote on matters brought before the committee.

Absences

Attendance at the Technology Committee meetings is part of each member's duties. Members who miss three regular meetings of the Technology Committee within a semester forfeit their Technology

Committee membership. If there are extenuating circumstances, please contact the committee co-chairs in writing via email. The co-chairs will report to the Committee for its recommendation.

Resignations

Any person desiring to resign from the Technology Committee shall submit his resignation in writing to the Co-Chairs, who shall present the resignation to the Committee for a recommendation.