Norco College
Technology Committee Meeting
12:50pm-1:50 p.m.
IT 218
December 1, 2016

MINUTES

Present	Absent
Ruth Leal (Co-Chair)	Kim K. Kamerin (AHWL)
Shirley McGraw (Co-Chair)	William Diehl (A&R)
Damon Nance (Library)	Cathy Brotherton (CIS/BEIT)
Janet Frewing (Math)	Sandra Martinez (SFS)
Keith Coleman (DRC)	
James Finley (CIS/GAM)	Guest
Daniel Lambros (IMC)	Virgil Lee (Science)
Daren Koch (Tutorial)	
Raul Recendez (ASNC)	
Mitzi Sloniger (COMM)	
Ana Molina (Secretary)	

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

2. Consent Calendar- Ruth Leal

    a. October 20, 2016 Minutes

        Motion (Finley/McGraw): Approved. One abstention.

    b. Mid-Term Report

    There were additional minor revisions to the report on Recommendation 4. The
    report was presented to the committee members and the revisions were highlighted.

3. Committee Business – Shirley

    a. ITSC Report

    No report. The ITSC meeting was cancelled. Ms. McGraw informed the
    committee that there is a new Associate Vice Chancellor for IT – Chris
    Blackmore.

4. Technology Plan – Ruth

    a. Subcommittees Report

Ms. Leal provided an update regarding the subcommittees.

Goal #1 – Subcommittee is planning to send out the Lynda Satisfaction Survey to the users during the winter session once the new Instructional Technology Specialist hire starts work. The plan is for flyers for Lynda.com to be created with input from the LRC staff to promote Lynda to the students.

Goal #2 – The subcommittee reported that the Program Review Committee discussed the proposed changes to the Equipment and Technology question in the Annual Program Review template. The feedback provided was: "Feedback from the college community has been very clear that they don't like changes to the template every year. However, the committee understands and appreciates the desire to align systems to reduce everyone's overall work load. Thus, attached is what was approved. It gets at everything that is required, and just about everything that was desired. We hope it moves us collectively forward in a positive way. These changes will go into the new templates in the spring." The committee members thanked the Program Review Committee for including input from the Technology Committee and looked forward to a more streamlined process for users. There will still be a need to reach out to requestors for additional information and clarification but much of the information should now be in program review.

b. Addendum

Subcommittee 2 worked on the draft addendum and was reviewed by Accreditation Co-Chair Kris Anderson and the ALO, Dr. Dieckmeyer. The committee reviewed the draft. Next it would need to be sent to ISPC for approval. This would extend the Technology Strategic Plan through 2018, although the plan currently calls for updates to goals/objectives annually and the committee continues to review and update it.

Motion (Nance/Koch): Approved. No abstentions.

c. Program Review Technology Requests

The 2016 BFPC and SSPC Program Review Request Lists were approved via online voting on 11/30/16. Motion by Damon Nance and second by Dan Lambros. Approved. No abstentions. The lists were sent to the respective councils. APC list still needs items to be completed and will be brought to the Technology Committee members to review in February. It was discussed that the review and assessment of the criteria/process should wait until the process is completed in spring. The committee agreed to conduct the review in spring.

5. Technology Projects – Shirley and Dan

a. TSS Update

Ms. McGraw informed that 35 new laptops have been approved for purchase for Library 121. TSS created a quote for 33 new computers for the Gaming Lab in IT

125. The 77 Replacement Refresh computers are being installed. 10 new printers for faculty were installed. Old computers that are being replaced are being salvaged. Ms. McGraw reported that the LanDesk software is being installed the week of December 12-16 and that the TSS group would be testing it out and have training for it. See attached Technology Support Services Report for details.

6.   Open Forum

Adjourned: 1:50 p.m.

Next meeting will be February 16, 2017 in IT218