

Norco College
Technology Committee Meeting

12:50pm-1:50 p.m.

IT 218

March 15, 2018

MINUTES

Present	Absent
Ruth Leal (Co-Chair)	Sergio Quiroz (ASNC)
Damon Nance (Co-Chair)	Kim K. Kamerin (AHWL)
Lenny Riley (DOI)	Daren Koch (Tutorial)
Grisel Davila (ASNC)	Vanessa Acosta (A&R)
Cathy Brotherton (CIS/BEIT)	
Janet Frewing (Math)	
Mitzi Sloniger (COMM)	Guest
James Finley (CIS/GAM)	Alex Zadeh (Network)
Daniel Lambros (IMC)	James Reeves (Business Services)

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

2. Consent Calendar- Ruth Leal
 - a. February 15, 2018 Minutes were reviewed.

 - Motion (Frewing/Sloniger). Two abstentions. Approved.

3. Technology Plan – Ruth
 - a. Subcommittees Report - Ms. Leal provided an update regarding the subcommittees.
 - i. Goal #1 – The committee discussed Lynda.com and the need to prepare a satisfaction survey for students. The committee has always gotten good feedback from the students and Lynda.com is promoted on social media, digital signs and GradGuru and with posters in the LRC, Student Life, etc. We currently have 3,377 students on Lynda.com.
 - ii. Goal #6 – An updated inventory is needed. The subcommittee will coordinate with TSS to obtain an updated inventory for labs, classroom podium computers, conference rooms, and offices. We need to update the refresh plan with updated inventory information. It is not feasible to put forward a refresh recommendation this year without an updated inventory.
 - iii. Goal #7 – The committee reviewed the Technology Survey for any changes/additions and then decided to launch it before spring break instead of after as was the timeline in previous years. The committee decided to add to the student survey a question about if students are using/aware of the Office 365 apps. On the faculty survey, it was determined to change name in section to Game Development, since that aligns with the program name and

add Interactive Board and VR/AR. In question nine, to remove none of the above and change to Office 365. And Question 14 it was decided to remove Windows 7 and add Canvas. It was discussed about the need for help from students and possibly need to go out on campus with some iPads to get students to take the survey. The committee discussed the possibility of adding a prize to the survey for entrants. Mr. Reeves said his office would consider it and get back to the committee.

- b. Accreditation 2020 – GAP Analysis needs to be completed by spring break. The committee reviewed the form filled in with technology accreditation standard, Standard IIIC. The committee provided input and filled out the GAP Analysis notating evidence which is located on the Technology Committee webpage. Evidence included the Refresh Plan and Computer Inventory, Lynda.com, and the board policy for Use of Technology.
 - c. Work Order Process & Tech Support – The committee sent the forms to TSS to begin work on adjusting the forms and making them user-friendly so that TSS can incorporate them into a process that works for TSS and keeps the committee in the loop.
4. 25 Live – Leonard Riley
 - a. Mr. Riley reported that the system is working and no current issues to report.
 5. Technology Projects – Dan Lambros
 - a. Mr. Lambros reported that 55 library computers have been ordered. CACT 2 and ATEC 109 – the purchased requisitions for the computers has been sent. In ATEC 114 the new whiteboards (vertical/horizontal) have been ordered. In Library 108, the technology design for the lectern system is designed. The media system needs to be upgraded due to end of life. The Theater lighting is get a new LED lighting system. And LRC has received interactive projectors.
 6. Open Forum

Adjourned: 1:50 p.m.

Next meeting will be April 19, 2018 in IT218