

Norco College
Technology Committee Meeting

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

IT 218

October 17, 2019

MINUTES

Present	Absent
Ruth Leal (Co-Chair)	Janet Frewing (Math)
Cathy Brotherton (CIS/BEIT)	Suzie Schepler (STEM)
Rudy Castellanos (ASNC)	James Finley (BEIT)
Damon Nance (Library)	Jalen Madrid (ASNC)
Mitzi Sloniger (COMM)	Guest
Mike Angeles (TSS)	Gilbert DeLeon (Counseling)
Lenny Riley (DOI)	Jason Caceres (TSS)
Vanessa Acosta (A&R)	Ricardo Aguilera (TSS)
Araceli Covarrubias (AHLW)	

1. Call to Order 12:50 p.m.
2. Consent Calendar- Ruth Leal
 - a. September 19, 2019 Minutes conducted via e-vote. Motion by Slonniger/Schepler seconded. Approved. 2 abstentions.
3. Technology Plan – Ruth
 - a. Subcommittees Report - Ms. Leal provided an update regarding the subcommittees.
 - i. Goal #1 – In an effort to institutionalize technology training workshops as part of professional development, the Technology Committee requested that technology training be a component of all flex day events in order to meet the technology training needs of faculty per the annual Technology Survey just like for classified professionals have it as part of every Staff Development Day. Mr. Riley will keep the committee updated on this request. The subcommittee is working on promotion for LinkedIn Learning with Lynda.com content to get out to the students and everyone. There was discussion about the LinkedIn Learning username and password vs. the Lynda.com accounts.
 - ii. Goal #3 – The program review technology requests have been received from SSPC, BFPC, and AAPC. The form is being sent out to the requestors to fill in the information and will be sent to the committee after TSS and IMC review it for feedback. The committee members were encouraged to be on the lookout at their emails for this to be happening soon. The group was reminded that all technology hardware and software requests must come to

the Technology Committee for prioritization and resource allocation per the Technology Guidelines and Principles as well as the Joint Resource Allocation Prioritization Process.

- iii. Goal #6 – The committee needs to review and update the Technology Request Forms to be used for non-program review technology requests or out of the program review cycle. TSS reported that when the inventory lists are updated that they will be provided to the committee and that is when the committee will update the Refresh Plan Phases. The Refresh Plan Phases were provided to ISPC and are listed on the Technology Committee website so that the entire college community is aware of the rotation.
 - b. Technology Annual Survey 2019 – The committee reviewed the 2019 Technology Survey Summary. This was reviewed with ISPC at the October 2, 2019 meeting. The members of ISPC were interested in the surveys and especially feedback from the students on the website. The committee co-chairs reported that the website would be a discussion at Technology Committee with a report and action plan to follow. More on the website will be discussed in Mr. Riley’s report. The group did discuss the feedback from students on the slowness of the computers in the Library when loading certain programs. TSS mentioned that the wifi could be a problem with slow computers in the Library. The wifi is 100 MB versus a 1 GB network that is industry standard.
 - c. Draft 2019-2025 Technology Plan – In order to align with the college’s Strategic Plan, the committee discussed changing the dates of the plan to go through 2025. The committee members were encouraged to review the draft in order to approve it at the next meeting. The timeline for approval was presented and it was noted that it will need a first and second read at ISPC. The committee discussed planning for November 20th as first read and December 6th for a vote. The Technology Strategic Plan did go to COTW last time for approval but it will not be ready by November 7th and it did not need board approval last time but the co-chairs will check with ISPC co-chairs. The committee discussed conducting the vote via e-vote.
 - d. Accreditation 2020 Standard III.C. – The draft has been revised to be accurate and updated with the May 16th meeting date actions, workshops in 2019, and the 2019 Technology Survey for example. All of the evidence has been provided and the Technology Committee website is up to date. The committee reviewed the draft.
4. Website & Web Policies – Leonard Riley
- a. RCCD Style Guide Draft Web Policy – Based on feedback from the committee at the last meeting, the draft document was shared with District Office of Strategic Advancement and Economic Development. The committee needs to now discuss what web policies should look like and should they be included as an appendix in the Technology Strategic Plan. The committee discussed that it should include things like ADA section 508, navigation, mobile-friendly, SEO optimization. The committee decided to look at minimum what it included in accreditation.
 - b. Website feedback from the survey showed dissatisfaction with many components of the new website. Ease of use, navigation, directory, long scrolling pages, drop down

menus difficult, not user friendly/confusing, etc. The committee discussed the need to put together a plan for improvement, redesign, and implementation of the website. Mr. Riley will look at the fixes that have already taken place and what still needs to be done and will report back at the next meeting. Members recognized Mr. Riley and Ms. Krutsch for all their work they did on the website in collaboration with District IT.

5. Technology Projects – Mike Angeles

- a. IT 121 has been converted to a regular classroom and the computers from there will be repurposed and placed in another student area.

6. Open Forum

Adjourned: 1:50 p.m.

Next meeting will be November 14, 2019 in IT218