**Technology Committee**

**Meeting MINUTES DRAFT**

**Date and Time: October 11, 2017 12:00 – 1:00 p.m.**

**Meeting Location: L237**

Meeting Chair(s): Balamurali Sampathraj (Senior CIS Analyst) and Karen Engel (Interim Dean of Research, Planning & Institutional Effectiveness (Karen was not in attendance) Recorder: Phyllis Tappe

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| **Topic** | **Facilitator** | **Action** |
| 1. Approval of Minutes & Action Items
 | Bala | Bruce Pettyjohn is Division 1 (not 3 as stated in the past minutes.) Michelle Custino moved, and Phyllis Tappe seconded the acceptance of the minutes as amended. Unanimously accepted. |
| 1. Approval of Agenda
 | Bala | Agenda was accepted as presented. |
| 1. Discussion Items
 | Bala | * Technology Committee Survey Results: The survey that Karen Engel created was reviewed and input was solicited. Questions about the lack of representation in the survey from many depts.., and whether Lenovo would be our only choice. Owing to the lack of representation of many departments it was suggested that we resend the survey to the full FAS email list to get more participation.
* Questions were raised about whether faculty could be reimbursed a set amount if they purchase their own, BUT the computers are institutional computers on loan to faculty by the institution.
* Bala believes that we can come up with some product recommendations with a price point of products that the campus is willing to pay for, with some apple products and surface tablets among the product choices.
* Michelle C. asked if the IT group could go to APPLE trainings and stated that she would like to attend the training as well.
* Bala suggested that the IT team will come up with a variety of recommendations for consideration.
* Trish Nelson made the point that if we are going to make computers compatible with the SMART classrooms that we need appropriate ports and that it might limit other features that are available.
* Steve said that according to the survey most of the recommendations should be available on most possible recommendations.
* Bala said that we should do a survey without attention to price point to see what is possible.
* ACTION ITEM: For the IT group and Tech Committee members to look at possible product choices and forward recommendations to Bala. Recommendations can be made regardless of price point at this stage. Bala recommends that we NOT choose wireless connections for the SMART classrooms. Physical connections integrated to the SMART classrooms will be better.
* SMART classrooms update: Laney has invited the IT to come visit and Bala will put together a team to go and visit and learn from Laney’s implementation. It is a district implementation with a template, but COA IT will need to be comfortable with the choices. December will be the purchase date. Bala will try to set up a Friday meeting time. Epson is coming to demonstrate projectors at COA. Bala proposed trying to meet at 10:00 in front of the A Building on Friday, October 20.
* The hope is to have a fully self-contained SMART classroom.
* Bruce asked if the SMART classrooms will accommodate pulling lecture notes from CANVAS. The response was that it should.
* Webcams should be available for lecture capture for DE classes, with the capability to caption the lectures and student comments. Bala said that there are budgetary issues for programs and cameras. We will review these on the Friday visit.
* Capital Bonds:
* To include the improvement of streaming options for capturing classroom lectures
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| 1. Review of Action Items
 | Bala | * Bala will arrange for the visit to Laney and send out a notice for the meeting to the FAS.
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| 1. Future Agenda Items
 | Bala | REVIEW recommendations for computer choices for faculty.REVIEW group trip to Laney to view the SMART classrooms and the Epson projectors, and make recommendations about the potential rooms for SMART classrooms at COA.  |
| 1. Adjournment
 | All |  |

# Present: Bala S., Phyllis Tappe, Bruce Pettyjohn, Michelle Custino, Michael Duesing, Steve Gerstle, Shaun, Daniel, Bryant Montufar (from Associated Student Government) VISITOR: Trish Nelson

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| **Name** | **Representation** |
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| Balamurali Sampathraj (Co-Chair), IT | Senior College Information Systems Analyst, Co-Chair |
| Karen Engel (Co-Chair), Interim Dean of Research & Planning | Administrative Representative (Dean or VP), Co-Chair |
| Steve Gerstle, Instruction & Information Literacy Librarian | Faculty Representative, Library (1) |
| Daniel Park, IT | Classified Representatives, IT Department (2) |
| Michael Duensing, IT | Classified Representatives, IT Department (2) |
| Shawn Foster, IT | Classified Representative |
| Phyllis Tappe, Cognitive Skills & Assistive Technology Instructor | Faculty Representative, DSPS (1) |
| Michelle Custino, DSP&S Adapted Computer Technician & Alternative Media | Classified Representative, DSPS (1) |
| Bruce Pettyjohn | Faculty Representative, Div. III |
| Bryant Monutfar, ASCOA rep as of August 2017 | ASCOA Representative (1) |
| Ana McClanahan | STEAM Dean (Div. 1) |
| Andrew Douglass | One Stop Career Center Director, Student Services |
| Shane Williams | Classified Representative |