**Technology Committee**

**Meeting MINUTES**

**Date and Time: December 13, 2017 12:00 – 1:00 p.m.**

**Meeting Location: A231 (we met in smart classroom demo room)**

Meeting Chair(s): Balamurali Sampathraj (Senior CIS Analyst) and Karen Engel (Interim Dean of Research, Planning & Institutional Effectiveness Recorder: Interim Dean Engel

Attendees: Balamurali Sampathraj, Karen Engel, Ana McClanahan, Steve Gerstle, Shawn Foster, Michael Duensing, Dan (Phyllis Tappe had jury duty- excused absence)

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| **Topic** | **Action** | **Materials** |
| 1. Approval of Minutes & Action Items
 |  | Previous Minutes to review. |
| 1. Approval of Agenda
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| 1. Discussion Items
 | * Smart classroom Demo discussion
* List of smart classrooms (Equipment and locations)
* New Projector discussion and standards for new building.
* Laptop update
* Ideas for upcoming capital bond campaign (2018)
 | Epson short throw projector was demo’d and discussed. The projector comes with the pens (an additional volume control). It can make any white board a smart board (box installed above). Large classrooms could have 2 or a larger one. Additional podium with laptop could be installed. As could a document camera. These could be plugged in (apple TV, doc cameras, computers) into the projector directly. Maintenance/TOC: This model has 20,000 hours maintenance free. It’s a self-contained system. 3-5 warranty is possible.Short throw means the light doesn’t poke the instructor in the eye. No screen pull down needed. Instructor can stand in front of the board and use the board that is being projected on. It won’t work with a flexible “screen” – needs a white board as the display board. WE would likely want to include the cost of new whiteboards in our cost estimate.Committee visited Laney’s long-throw projector last month. The short-throw is preferable.TCOM is under contract with District to configure each classroom. They are going to come and look at our classrooms.D312 D237 this may not work for this configuration. Or perhaps could work with 2 of these.WE need to refine our list of rooms, the needs for each. RECOMMENDATION:Choice #1: The COA Technology Committee recommends that the college controls our smart classroom project. This includes control over our project budget so that we can prioritize our classrooms, select the equipment we would like, and purchase, install and support the equipment over time. Committee voted on the above recommendation: unanimous approval.Choice #2: Above - include 860 Atlantic (Ana has a prioritized list: 5 are urgent; 10 total) – should this be a separate issue. [ Bala has concerns because he has no access/keys to the building] Michael move, Steve second, Reasons: control what we get, stage the project, augment anything that’s missed, we can re-vamp some of the older classrooms, we can make the $$ go farther – L building.Steps: 1. Create the list of all classrooms that need smart classroom equipment and estimate what equipment each needs. COA IT is working with VPI right now. IT is gathering input from faculty. Demo is scheduled for faculty tomorrow.
2. We will do a survey to collect information about the smart classroom needs – which rooms need what? Given how fast the District IT is moving, we may not have time for this.
3. IT has a list of what is in each classroom right now – we will review this in conjunction to the results of the faculty survey.
4. VPI will reach out to Dept. Chairs as well.
5. Goal: Have the prioritized list of classroom by the first week of January.
6. Ana and Shawn volunteered to walk through every classroom and create a prioritized list. Rank criteria: usage, level of current technology.

New building technology:RECOMMENDATION: The COA Technology Committee recommends that the new Liberal Arts building should include the short-throw, interactive projector system as a standard (no – Ana moved, Michael second. Vote: unanimous approval.We will table the next two items for the next meeting. |
| 1. Review of Action Items
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| 1. Future Agenda Items
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| 1. Adjournment
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