**Technology Committee**

**Meeting MINUTES**

**Date and Time: Wednesday, March 14, 2018 12:00 – 1:00 p.m.**

**Meeting Location: L237**

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

Attendees: Steve Gerstle, Bala Sampathraj, Bruce (Robert) Pettyjohn, Michael Duensing, Phyllis Tappe, Daniel Park, Michelle Custino, Shawn Foster

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| **Topic** | **MINUTES** |
| 1. Approval of Minutes & Action Items
 | Committee approved the minutes from last month’s meeting |
| 1. Approval of Agenda
 | Committee approved agenda with the addition of a consideration of the Technology Committee charge and possible changes to the role of the committee |
| 1. Discussion Items
 | * SARS update
	+ Student Services will be doing training on new SARS updates (additional features that we paid for a while ago but never used) and COA IT is also being trained. 8:30 – 1:00 training with SARS and IT on March 22nd in 225.
	+ Bala reports that we will be moving away from SARS over time until it is replaced by Stafish
* WebEX discussion
	+ Steve: what is the proposed platform the District will be using for video conferencing: Canvas? Zoom? WebX?
	+ Bala will take this question to the Distance Education Committee and IT at the District
	+ President Karas and VPI Miller are setting up a designated space for video conferencing here on campus in A-228 (we are re-vamping that area), especially for recording.
* Technology Committee Charge (added agenda item):
	+ Steve: should we propose merging with Facilities Committee? There are too many committees and each one discusses a slice of an issue…or we could update our charge
	+ Bala – could we update our charge?
	+ Michele – there are various dimensions tech: the physical is only one. There are new faculty who are very tech savvy and looking at issues related to instruction like OER and zero-cost textbook costs. Perhaps we should include those people and issues?
	+ Phyllis – she reached out to the Distance Ed people last year to have them engage with us, but they have not, to date.
	+ Michelle – would like to see us broaden the list of participants. Faculty used to be a lot more engaged.
	+ Bruce – it would be nice to focus more on systems and software, including the opportunity to let people engage via Go To Meetings, Zoom, etc. Can we all video conference for these meetings?
	+ Shawn – Jesse Norman (CIS faculty chair) has asked to be conferenced in.
	+ KE: now is the time to provide input into the charge of the committee and how it works
	+ Phyllis – if we merge with Facilities, we lose our voice.
	+ Problem: the decision-making process related to technology is not clear and does not involve our committee very well. Decisions get made at the District level and our committee never gets consulting. Our role and how we are linked to the District IT and DE committees needs to be more explicit.
	+ Michelle – we need to add CIS instructors and DE Coordinators to our committee.
	+ SUMMARY:
		- Don’t merge with Facilities
		- Strengthen our role on hardware, software, systems, and IT policy decisions. From WebX to Starfish, we need to have a say
		- COA DE Coordinators and CIS faculty should be added to the committee
		- COA IT Committee members must be well represented and active on District IT-related conversations and committees and decisions.
	+ Let’s circulate the committee charge via email and invite edits
* TEECom Presentation review
	+ TEECom did not work collaboratively with our team
	+ Their presentation was about standardization across all colleges which is a problem (for example, acoustics and different facilities issue differ from campus to campus)
	+ Expose, train, support COA faculty to use technology is what is needed locally
	+ No one from District IT was here
	+ No specific hardware was demo’d
* Smart classrooms upgrade plan review
	+ TEECom is supposed to take back the information to the District
	+ COA has to give the district $$ with no say in terms of what equipment we will get (Bala)
	+ District will get recommended hardware list from TEECom and $$ from us and issue an RFP (and voice of users (instructors) and local IT staff not considered)
	+ Bala would like a motion to take to Academic Senate tomorrow:
	+ On December 13, 2017, our committee already unanimously recommended:

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. * + What happened?
	+ President Karas is aware of this recommendation but he needs more ammunition
	+ Bruce moved the motion again, Steve seconded again. Unanimous approval of the motion again. Bala will take it to the Academic Senate tomorrow and request that it be taken to the District Academic Senate for their help advocating with the Chancellor
* Update on projector standards for new building – tabled for next time
* Ipad cart update – tabled for next time
* Ideas for upcoming capital bond campaign (2018) – tabled for next time
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| 1. Review of Action Items
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| 1. Future Agenda Items
 | 1. Update on projector standards for new building – tabled for next time
2. Ipad cart update – tabled for next time

Ideas for upcoming capital bond campaign (2018) – tabled for next time |
| 1. Adjournment
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