**Technology Committee**

**Meeting MINUTES**

**Date and Time: Wednesday, May 9, 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: Bala Sampathraj, Karen Engel, Steve Gerstle, Phyllis Tappe, Ana McClanahan and Michael Duensing

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| **Topic** | **Facilitator** | **Action** |
| 1. Approval of Minutes & Action Items
 | Bala |  |
| 1. Approval of Agenda
 | Bala | Approved |
| 1. Discussion Items
 | Bala | * **Help desk update:**
	+ We are moving to using the District’s help desk ticket system. Services and response times won’t change. COA IT will still meet all requests. But it helps synthesize the Single Sign on. And will help track data re requests etc.New requests should be sent to: HelpDesk.Peralta.edu and select COA from the Drop Down. This will be live as of this Friday.
* **Smart classrooms update**
	+ We are waiting for next steps from the District re the RFP process.
	+ IT still working on our wish list
* **Merging facilities with technology committee**
	+ This is happening. At our last meeting, the committee decided it was ok with that. Once College Council finalizes the format, we will know about representatives and # of positions on the committee
* **Ipad cart update and check out process review**
	+ KE and Bala discussed the research they’ve done into how we manage and use the ipads. KE submitted a memo to President Karas with 3 different, recommendations. He will notify the committee shortly as to his decision moving forward.
* **Ideas for upcoming capital bond campaign (2018)**
	+ Our wish list would include:
		- AV upgrades in all classrooms
		- Existing smart classrooms need upgrade
		- Improve electrical system throughout the campus – we rely too much on extension cords and overloading existing outlets.
		- We need device and phone charging stations for students throughout the campus (and Atlantic/AMT)
		- Partner with the Library on a Learning Commons. Students could flow more freely between getting help with learning (writing, math) supports, IT supports, other supports – like the Welcome Center…it has spaces for different activities – social learning, a coffee shop, quiet study spaces…..it would require re-organizing the Library Building or re-doing the F building or both
		- A performing arts and conference auditorium
		- Distance Education studio
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| 1. Review of Action Items
 | Bala |  |
| 1. Future Agenda Items
 | Bala |  |
| 1. Adjournment
 | All |  |