**Technology Committee**

**Meeting MINUTES DRAFT**

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

**Meeting Location: A149**

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

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| **Topic** | **Facilitator** | **Action** |
| 1. Approval of Minutes & Action Items
 | Bala | Minutes approved unanimously |
| 1. Approval of Agenda
 | Bala | Moved: Phyllis; Second: Michael Duensing |
| 1. Discussion Items
 | Bala | * Committee goals for the year (review role of committee)
	+ Reviewed charge of the committee
	+ We will look into an online platform (Sharepoint?)
	+ Next time: we will review committee charge, Partic. Gov. Handbook, and begin to discuss any changes.
	+ Goals:
		- Classroom technology – the committee would like to review and facilitate the implementation of smart classrooms and conference rooms (for example, is there a baseline of equipment (80%) and then can 20% could be customized based on the needs of the program?)
		- Monitor and maintain the new network (wifi) access system(s)
		- Provide input (oversight) to better integrate technology in the facilities planning processes (new building) and facilities master plan
		- Make recommendations about next phase of faculty laptops (provide standards/baseline)
		- Improve the purchasing process for technology at COA – ensure COA IT is consulted before new equipment is purchased
* Upcoming capital bond campaign (2018): what do we want to see happen?
	+ Improved streaming capability in Canvas? And ensure we have the capabilities for distance education. And make sure we’ve integrated accessibility.
	+ Develop collaborative learning environments (physical spaces and virtual spaces).
	+ Consider virtual reality (VR).
	+ Let’s look at trends.
* Discuss President Karas’ request for faculty laptop recommendations
	+ The District manages this. Eg., they get special pricing from Lenovo.
	+ We could look at the options under this umbrella and then give the District specs for what we want under the special pricing umbrella
	+ In a future meeting, we will look at the specs of the current arrangement with Lenovo and consider how well the tools improve accessibility
	+ We can also choose other products, if need be
	+ Should we do something to evaluate faculty needs?
* COA IT updates
	+ Successful launch of new semester
	+ Network infrastructure is in good shape (new fiber and network) in every single room.
	+ Aviation and ATLANTIC have seen upgrades
	+ Wireless is up and running everywhere
	+ The Learning Resource Center testing center moving to the portables
	+ Student Services deploying TVs
* Smart classrooms (list)
	+ The District has been moving forward, led by VC of IT in collab with facilities
	+ Laney first. As of this morning, 30 smart classrooms are installed at Laney
	+ COA is due in December – District has standards and Bala has concerns about projectors hitting people in the face – need short-throw projectors, laser (instead of what they’re mounting at Laney)
	+ Committee is asked to review the District equipment list (Bala will forward) – We need to discuss and address concerns before the installation happens here.
	+ Bala would like the Committee to go see the rooms at Laney – and he will invite the whole community to go see.
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| 1. Review of Action Items
 | Bala | KE and Bala will get a draft survey out next week for the committee to review. Get it out to the campus in the next few weeks to ensure timely input into the District process (negotiations with Lenovo)Bala will send COA FAS email inviting (and ASCOA) to visit Laney’s smartclassrooms |
| 1. Future Agenda Items
 | Bala | Next time: we will distribute the draft Partic. Gov. Handbook prior to the next meeting and schedule time next month begin to discuss any changes.Bala and team (all of us) will bring some information about technology trends to help shape what can go into the new facilities bond campaign.We will review current District arrangement with LenovoWe will develop a survey of faculty and staff NEEDS for their computers (Steve and Michelle will help KE with a draft) – List things that could be needed: access to cloud storage, USB ports, other ports, projectors, HDMI, C, (there’s a long list of ports), more than one monitor, touchscreen, hybrid, what do you need to be able to get to online that you can’t get to now, voice recognition, what do you need to connect with, wireless capability. Survey needs to go out in the next few weeks. We will look at survey results next time. |
| 1. Adjournment
 | All |  |

# Present: Bala S., Karen E., Phyllis Tappe, Bruce Pettyjohn, Michelle Custino, Shuntel Owens-Rogers (sub), Steve Gerstle

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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 |