

Norco College
Technology Committee Meeting

12:50pm-1:50 p.m.

IT 218

September 19, 2019

MINUTES

Present	Absent
Ruth Leal (Co-Chair)	Janet Frewing (Math)
Cathy Brotherton (CIS/BEIT)	Mike Angeles (TSS)
Rudy Castellanos (ASNC)	Vanessa Acosta (A&R)
Damon Nance (Library)	James Finley (BEIT)
Mitzi Sloniger (COMM)	Guest
Suzie Schepler (STEM)	Farshid Mirzaei (BEIT)
Lenny Riley (DOI)	Jason Caceres (TSS)
Jalen Madrid (ASNC)	Daniel Lambros (IMC)
Araceli Covarrubias (AHWL)	Ricardo Aguilera (TSS)
	Vincent Azada (ASNC)

1. Call to Order 12:50 p.m.

2. Consent Calendar- Ruth Leal
 - a. May 16, 2019 Minutes conducted via e-vote. Motion by Brotherton/Angeles seconded. Approved. 4 abstentions. The committee discussed the process of e-voting for all minutes to save time at the meeting. Consensus to give this process a try.

3. Technology Plan – Ruth
 - a. Subcommittees Report - Ms. Leal provided an update regarding the subcommittees.
 - i. Goal #1 – Lynda.com has now become LinkedIn Learning. The committee discussed the need for new promotional items and marketing materials to help spread the word. Dan Lambros reported that the platform, user name, and passwords still work and that users were informed via email and on the site when they login.
 - ii. Goal #6 – The committee discussed the need and timeline for a master software list. Lenny Riley as the Instructional Technology Specialist handles software for Norco College and maintains a list. He will provide it to the Technology Committee. The committee also discussed how the inventory list will be updated and when as well as how often the committee will receive an updated inventory list in order to keep the Refresh Plan Phases up to date. Jason Caceres from TSS will be continually updating the inventory list and plans to provide it to the committee at least once per semester.

- b. Technology Principles & Guidelines – The committee discussed the need to review and update the Technology Principles and Guidelines for inclusion in the Technology Strategic Plan. It is the core document used for technology planning purposes and describes technology resource allocation and prioritization. The committee will review and bring back any feedback to the next meeting.
- c. Technology Annual Survey – The committee reviewed the 2019 Technology Survey: Students. Several areas were noted:
 - i. How does this item address the department’s mission and goals? Mission Critical/Student Learning, Success or Access/Improve Student Life was changed to Mission Critical/Student Learning, Success, Access, Equity/Improve Student Life to incorporate equity into the criteria.
 - ii. Combine impediment/infrastructure question.
 - iii. Updated Micro/IMC comments to TSS/IMC comments to reflect change in department name.
- d. Draft 2019-2024 Technology Plan – The committee reviewed the plan that had been worked on over the summer by the Technology Committee Co-Chairs Ruth Leal and Damon Nance. It now has the Technology Principles and Guidelines incorporated into it. It includes the information from the Technology Committee Roles and Responsibilities as well as wording from the Institutional Self Evaluation Report Standard III.C. which the committee worked on. The goals had been previously approved by the Technology Committee at the May 16, 2019 meeting but the document now added the activities used to reach the goal objectives and a summary of the 2013-2013 Technology Strategic Plan goals and their outcomes. The document will be sent out to the committee for a full review. It was requested that the committee members provide feedback on any items that are missing and/or should be updated. The plan is to support technology at Norco College.
- e. Accreditation 2020 Standard III.C – The committee reviewed the Standard III.C draft. During the summer the Co-Chairs met with the Accreditation Co-Chairs and answered any outstanding items. There were still a few and the committee reviewed it and provided feedback. The evidence is almost all there but some minutes are still needed including the May 16, 2019 minutes which need to be approved. The co-chairs will continue to work on gathering the final evidence needed and ensure that the website for the Technology Committee is updated.

4. Website & Web Policies – Leonard Riley

- a. RCCD has a draft style guide that includes draft web policies. The committee discussed whether this should be included in a style guide and determined that aside from style colors/fonts, etc. if they are technology related to the website then the Technology Committee would have purview over web policies. The Technology Committee plans to further review the policies and discuss at ITSC the next potential steps. More discussion needed.
- b. Website received a lot of feedback on the Technology Survey from faculty, staff, and students. The committee determined that it needed further discussion and will review the feedback and discuss at the next meeting.
- c. Software the Office 365 license for students is free. He also stated that Adobe Creative Cloud is free for students but only when they login to college machines.

5. Technology Projects – Mike Angeles

- a. Ricardo Aguilera provided the report on behalf of Mike Angeles. Faculty and staff

now have free zoom pro accounts. 2 labs have been refreshed: ATEC 118 and STEM 115. In process of imaging current podium computers. An updated inventory is in progress. Ricardo Aguilera is the liaison to ITSC and he reported that Office 2019 license will be per user for faculty and staff. District is looking for a new ERP vendor. Galaxy is transitioning to web-based.

6. Open Forum

Adjourned: 1:50 p.m.

Next meeting will be October 17, 2019 in IT218