

**Norco College**  
**Technology Committee Meeting**

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

IT 218

May 16, 2019

*MINUTES*

| Present                     | Absent cont.               |
|-----------------------------|----------------------------|
| Ruth Leal (Co-Chair)        | Janet Frewing (Math)       |
| Cathy Brotherton (CIS/BEIT) | Araceli Covarrubias (AHWL) |
| Sarah Gadalla (ASNC)        | Vanessa Acosta (A&R)       |
| Damon Nance (Library)       | Daniel Lambros (IMC)       |
| Mitzi Sloniger (COMM)       | Lenny Riley (DOI)          |
| Daren Koch (Tutorial)       | Guest                      |
|                             | Jason Caceres (TSS)        |
|                             | Mike Angeles (TSS)         |
|                             | Ricardo Aguilera (TSS)     |

1. Call to Order 12:50 p.m.
2. Consent Calendar- Ruth Leal
  - a. April 18, 2019 Minutes. Will conduct via e-vote.
3. Technology Plan – Ruth
  - a. Subcommittees Report - Ms. Leal provided an update regarding the subcommittees.
    - i. Goal #1 – The committee reviewed the Lynda Satisfaction Survey results. Discussed the need to identify some Lynda.com videos that can be posted on the website/social media to entice students to check out Lynda.com. Need more discussion on what classes use it and how the committee can get more students to try it. It was noted that both Counseling and the Career Center could share with students that the college has Lynda.com and it could be embedded in the Canvas course shell.
    - ii. Goal #2 – The committee reviewed the draft 2019-2024 Technology Strategic Plan. It was noted that the committee needs to update the Technology Principles and Guidelines and Member Role & Responsibilities to add to the plan. The five strategic goals are: Provide Technology Training and Support for the College Community, Support Instruction and Student Learning with Technology, Measure and Respond to Technology Needs, Maintain an Integrated Technology Plan, and Develop Technology Budget Priorities. This first draft of the Technology Strategic Plan was voted up.  
 Motion by Cathy Brotherton/Mitzi Sloniger seconded. Approved.
    - iii. Goal #3 – The committee’s prioritized lists for BFPC and SSPC (2018 BFPC Program Review Requests Prioritization List by TC and 2018 SSPC

Program Review Requests Prioritization List by TC) were sent to ISPC on May 1, 2019 and were accepted. The Technology Committee did not receive a list from the Academic Affairs Prioritization Subcommittee and will work on getting that to complete the cycle. Discussion about the need to receive these lists earlier in the fall semester in order to complete in a timely fashion and to prevent the committee from having to rush. This allows the committee time to complete our process. As part of the Joint Resource Allocation Prioritization Process, it is the responsibility of the Technology Committee to prioritize all technology requests from program review and through the process outlined in the Technology Principles and Guidelines.

- iv. Goal #6 – The committee discussed a need for a master software list and what department will provide it. The committee will work with TSS on how regularly the inventory will be updated and reported to the Technology Committee.
- v. Goal #7 – Lenny Riley reported that the Technology Survey is getting responses and asked the ASNC representative to assist with getting the word out to students how important their voice is on the survey. It will also be posted on social media and an email went out to students.

- b. Lynda.com Recommendation – The recommendation included the survey results from the user satisfaction survey of students. The committee discussed the ongoing need for online technology training and how Lynda.com fulfills it.

Motion by Cathy Brotherton/Daren Koch seconded. Approved.

- c. Technology Request Template and Criteria – The committee reviewed the template and made some revisions to the Planning Council Program Review Requests template:

- 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.

The Technology Assessment Criteria was reviewed and revised give the TSS/IMC recommendation “up to” for points and reflect the changes to the Planning Council Program Review Requests template.

Motion by Mitzi Sloniger/Cathy Brotherton seconded. Approved.

- d. Equipment Refresh Recommendation – with the updated inventory provided by TSS in February 2019, the Technology Committee reviewed the updated equipment refresh, Norco College Office Computer Refresh Plan Phases, to reflect the revised phases. With phases one and two completed, the college needs to begin with phase three. TSS also provided an updated inventory of computer labs and classrooms to the Technology Committee in March 2019. The updated Computer Lab Classroom Refresh Plan Phases reflect the update and is in four phases based on efficiency. It is recommended that the college begin with phase one.

Motion by Daren Koch/Cathy Brotherton seconded. Approved.

- e. Accreditation 2020 – The committee reviewed the Standard III.C draft. The draft has been revised since the last meeting and the committee had input. The committee reviewed the changes to ensure it was accurate as of this date. Plans to review the draft again in the fall.

4. Website & 25 Live – Leonard Riley
  - a. No report.
5. Technology Projects – Dan Lambros
  - a. Update – no report.
6. Open Forum

Adjourned: 1:50 p.m.

Next meeting will be September 19, 2019 in IT218