Norco College
Technology Committee Meeting
12:50pm-1:50 p.m.
IT 218
April 18, 2019

MINUTES

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

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

2. Consent Calendar- Ruth Leal

   a. November 8, 2018 and February 21, 2019 Minutes were approved via e-vote. Motion Brotherton/Covarrubias seconded. Approved.

3. Technology Plan – Ruth

   a. Subcommittees Report - Ms. Leal provided an update regarding the subcommittees.

      i. Goal #1 – The committee discussed the Lynda Satisfaction Survey, which will be sent out this week. The committee needs this to assess Lynda for the students and make our annual recommendation. Ideas for the technology training at the Summer Staff Development Day and flex offerings were discussed. The committee reviewed the 2018 Technology Survey for faculty and staff. Based on the survey results, faculty and staff are looking for more training to Office 365. Feedback from previous Office 365 trainings were the need for more in depth training on Office 365 and how to back-up your files. Lenny Riley, who coordinates technology training and workshops made note of this for the summer Staff Development Day. Mr. Riley also mentioned that there are Colleague training videos on the website. ITSC liaison Michael Angeles reported that the Footprints rollout is set for May 1st. Nicholas from IT will provide six training sessions in the summer for faculty and staff. A Canvas overview training was discussed as needed for LRC and Library employees in order to provide tech support for students who need assistance. Lenny will work with Sean Ulbert on this.

      ii.   Goal #2 – The Report to ISPC was given at the April 3, 2019 meeting. The committee reviewed the attached report.

      iii.   Goal #3 – The committee has prioritized BFPC Technology Requests as per the Joint Resource Allocation Prioritization Process and noted in the Technology Principles and Guidelines. The committee is still working on the SSPC Technology Requests but expects to have them done soon and ready for an e-vote. We have requested AAPC's technology requests but have not received them as of yet. The lists will be sent to everyone for an e-vote with the deadline to have them ready for ISPC on May 1st.

      iv.   Goal #6 – The committee reviewed the updated inventory provided by TSS. The committee still needs to review the classroom lab inventory. The committee will work on updating the refresh plan phases based on input from TSS. The phases need to begin with phase III. The equipment refresh phases for both office computers and classroom labs will be brought to the next committee meeting for approval.

      v.   Goal #7 – Mr. Riley reported that the annual Technology Survey will be sent out with the revisions to the college community via email. The committee brainstormed on all the ways to promote it. The issue arose of the challenge it is to get students to take the survey. The committee sends emails out to them via their student email but that doesn't net a lot of responses. Ideas included: Can the faculty members have their students take it in class? Can they reach out to their colleagues and ask them to do the same? What about in the LRC or Library? Can we have the survey up on the login screen? The ASNC student representative Sarah Gadalla noted some ideas and said she will take them back to ASNC to help spread the word to students.

   b.   Accreditation 2020 – The committee reviewed the Standard III.C draft. Changes have been made to the draft by non-Technology Committee members and the committee needs to review it for accuracy and add in any information to help clarify. The committee has the evidence for the previous draft and made note of changes and corrections needed. The committee will work further on the draft in preparation for submission.

4.   Website & 25 Live – Leonard Riley

   a.   No report.

5.   Technology Projects – Dan Lambros

   a.   Update – Michael Angeles gave the report. TSS has completed reimaging the computers in IT 125 and replaced computers in STEM 115, STEM 302, STEM 122, and ATEC 118. The rollout for Creative Cloud 2019 for faculty and staff is already in place. The student rollout will take place in fall 2019. CC 2019 comes with 2 GB of storage. Kurt from RCCD will send out a district wide notice.

6.   Open Forum

Adjourned: 1:50 p.m.

Next meeting will be May 16, 2019 in IT218

TECHNOLOGY COMMITTEE REPORT
SPRING 2019

COMMITTEE STATEMENT OF PURPOSE

The Norco College Technology Committee provides recommendations for the strategic direction, implementation and sustainability of technology resources throughout the college to support student learning programs and services and improve institutional effectiveness consistent with the college's mission.

STRATEGIC GOALS AND OBJECTIVES:

GOAL 1: MAKE TECHNOLOGY A PRIORITY AT NORCO COLLEGE THROUGH TRAINING & SUPPORT FOR FACULTY, STAFF, AND STUDENTS

Technology Training

- The committee held a technology workshop during the Winter Staff Development Day, January 25th, on the GoRCCD Portal, E-Forms, and the website. About 35 classified staff participated.
- On Flex Day, February 8th, a technology training was held for faculty on Office 365 sharing with faculty all the applications available with the subscription.
- Approximately 3,526 students use Lynda.com and the committee will be conducting a satisfaction survey for the users this spring. Last year's survey provided high satisfaction rates on the usefulness, convenience, and quality of the courses in lynda.com with over 80% of respondents selecting 4 or 5 on a five-point scale in each question. Additionally, comments described lynda.com as "very helpful" and "vital to my life."

GOAL 2: DEVELOP AND CONTINUE TO UPDATE A TECHNOLOGY STRATEGIC PLAN FOR A COLLEGE-BASED MODEL

Technology Plan

- The committee has reviewed the plan goals and decided on the subjects for goals to be Technology Training and Support, Identify Technology Needs, Planning, and Measure to Support Learning and College Services, and Respond to the Technology Needs of the College Community.
- The district council, Information Technology Strategy Council, does not have representation from the Technology Committee. The Technology Committee will contact the Senates for representatives that can liaison with Technology Committee and ITSC.

GOAL 6: CREATE TECHNOLOGY USE AND STRUCTURE MODELS AND INCORPORATE BEST PRACTICES IN OUR USE OF TECHNOLOGY COLLEGE-WIDE

Technology Resources

- Technology Support Services provided an updated inventory for office computer equipment. They will be providing an updated inventory for the labs, classroom podium computers, and conference rooms at the next TC meeting.

- The committee is working on prioritizing technology requests from BFPC. APC and SSPC have not provided technology requests for the committee to prioritize as yet. This process is outlined in the *Norco College Technology Principles and Guidelines* and *Joint Resource Allocation Prioritization Process*.

GOAL 7: RESPOND TO THE TECHNOLOGY NEEDS OF THE NORCO COLLEGE COMMUNITY

Annual Technology Survey

- The committee reviewed the survey questions and updated a few to reflect changes in technology.
- The Annual Technology Survey will go out to the college community after spring break this year and will conclude at the end of the semester.
- The survey continues to be the basis to assess technology resources and the results are used for recommendations and prioritization of technology resources to support student learning.

ACCREDITATION:

- Standard IIIC – Technology Resources
  - Standard Committee is the Technology Committee
  - Draft submitted and evidence gathered
  - Drafting Improvement Plan for submission

HOW DOES THE COMMITTEE ALIGN WITH NORCO'S COLLEGE MISSION?

- The committee provides educational opportunities for faculty, staff, and students through Lynda.com online technology training and face to face technology workshops.
- The committee continues to research and discuss the creative application of emerging technologies for the college.
- The committee systematically assesses technology resources and uses the results of evaluation as the basis of recommendations for technology to support student learning.

2018-2019 COMMITTEE MEMBERS:

Javy Ahedo, ASNC student	James Finley
Cathy Brotherton	Araceli Covarrubias
Janet Frewing	Mitzi Sloniger
Daniel Lambros	Daren Koch
Vanessa Acosta	Ruth Leal (Co-Chair)
Leonard Riley	Damon Nance (Co-Chair)

Administrative Computer Inventory

Location	Make	User	PC Asset	Laptop Asset	Installed @ Norco	Warranty (3 Years)
ATEC-103	Lenovo	Ashlee Johnson	65931	N/A	01/2017	01/2020
ATEC-104	Dell	Gail Zwart	N/A	N/A	N/A	N/A
ATEC-105A	Lenovo	Farshid Mirzaei	65896	N/A	01/2017	01/2020
ATEC-106	Lenovo	Gerald Cordier	65941	N/A	01/2017	01/2020
ATEC-108	Lenovo	Carlos Garcia	65925	N/A	02/2017	02/2020
ATEC-212	Mac	Robert Prior	66435	N/A	03/2017	03/2020
ATEC-212	Mac	Robert Prior	N/A	N/A	01/2005	01/2008
ATEC-213	Lenovo	Brian Johnson	38096	N/A	01/2009	01/2012
ATEC-214	Mac	Brady Kerr	51209	N/A	07/2013	07/2016
ATEC-215	N/A	Elisa Chung	N/A	N/A	N/A	N/A
ATEC-216	Lenovo	John Coverdale	61043	N/A	01/2017	01/2020
ATEC-218	Lenovo	Cetherine Brotherton	65942	N/A	02/2017	02/2020
ATEC-221	Lenovo	Joseph DeGuzman	41427	N/A	01/2009	01/2012
ATEC-221	Lenovo	Joseph DeGuzman	65906	N/A	01/2017	01/2020
ATEC-Lobby	Lenovo	No User	52000	N/A	05/2009	05/2012
CACT-10	Lenovo	Colleen Molko	71154	N/A	01/2018	01/2021
CACT-11	Dell	Kevin Fleming	63507	N/A	05/2017	05/2020
CACT-4	Lenovo	James Reeves	61187	N/A	08/2016	08/2019
CACT-6	Dell	Derek Sy	51056	N/A	03/2013	03/2016
CACT-9	Lenovo	Desiree Wagner	61166	N/A	02/2017	02/2020
CACT-Lobby	Lenovo	Lue Wang	65954	N/A	02/2017	02/2020
CRC-E102	Dell	Campus Police	61411	N/A	01/2016	01/2019
CRC-E102	Dell	Campus Police	44677	N/A	01/2013	01/2016
CRC-E102	Dell	Campus Police	44680	N/A	01/2013	01/2016
CRC-E102	Dell	Sgt. Henry	44674	N/A	01/2013	01/2016
CRC-E115	Lenovo	Faculty/Staff	41227	N/A	01/2009	01/2012
CRC-E115	Lenovo	Faculty/Staff	41215	N/A	01/2009	01/2012
CRC-E115	Lenovo	Faculty/Staff	44708	N/A	01/2009	01/2012
CRC-E116	Lenovo	Donna Dery/Kevin Du	68197	N/A	01/2018	01/2021
CRC-E116	Lenovo	Faculty/Staff	69620	N/A	06/2017	06/2020
CRC-E116	Lenovo	Faculty/Staff	69617	N/A	06/2017	06/2020
CRC-E116	Lenovo	Faculty/Staff	69622	N/A	06/2017	06/2020
CRC-E116	Lenovo	Faculty/Staff	69621	N/A	06/2017	06/2020
CRC-E116	Lenovo	Faculty/Staff	69619	N/A	06/2017	06/2020
CRC-E116	Lenovo	Faculty/Staff	69618	N/A	06/2017	06/2020
CSS-106-DRC	Lenovo	Katie Arnhart	65194	N/A	06/2016	06/2019
CSS-106-DRC	Lenovo	Leona Crawford	65128	N/A	06/2016	06/2019
CSS-106-DRC	Lenovo	Matt Allen	65127	N/A	06/2016	06/2019
CSS-106-DRC	Lenovo	Michael Lopez	65193	N/A	06/2016	06/2019
CSS-106-DRC	Lenovo	Student Station	49283	N/A	03/2013	03/2016
CSS-106-DRC	Lenovo	Student Station	49280	N/A	03/2013	03/2016
CSS-106-DRC	Lenovo	Student Station	49093	N/A	03/2013	03/2016
CSS-106-DRC	Lenovo	Student Station	49092	N/A	03/2013	03/2016
CSS-107-DRC	Lenovo	Kimberly Bell	65195	N/A	06/2016	06/2019
CSS-108-DRC LAB	Lenovo	(8) Lab Stations	N/A	N/A	01/2016	01/2019
CSS-117-CORAL	Lenovo	Odili Barrios	70261	N/A	02/2017	02/2020
CSS-202	Lenovo	Edwin Romero	65451	N/A	03/2017	03/2020
CSS-203	Mac	Mark Hartley	61833	N/A	01/2016	01/2019
CSS-204	Lenovo	Jethro Midgett	68277	N/A	01/2016	01/2019
CSS-205	Lenovo	Angel Lizardi	65932	N/A	01/2017	01/2020
CSS-205	Lenovo	ASNC Desk #1	43086	N/A	02/2016	02/2019
CSS-205	Mac	ASNC Desk #2	48645	N/A	01/2012	01/2015
CSS-205	Lenovo	ASNC Front Desk	42549	N/A	02/2009	02/2012
CSS-205	Lenovo	ASNC Student Station	42519	N/A	02/2009	02/2012
CSS-205	Lenovo	ASNC Student Station	42520	N/A	02/2009	02/2012
CSS-205	Lenovo	ASNC Student Station	42533	N/A	02/2009	02/2012
CSS-205	Lenovo	ASNC Student Station	42534	N/A	02/2009	02/2012
CSS-205	Lenovo	ASNC Student Station	40541	N/A	02/2009	02/2012
CSS-205	Lenovo	ASNC Student Station	42552	N/A	02/2009	02/2012
CSS-205	Lenovo	ASNC Student Station	40583	N/A	02/2009	02/2012
CSS-205	Lenovo	Carmen Para	65905	N/A	01/2017	01/2020
CSS-205	Lenovo	Employee Station	46381	N/A	03/2016	03/2019
CSS-205	Lenovo	Employee Station	68495	N/A	05/2017	05/2020
CSS-205	Lenovo	Employee Station	65965	N/A	05/2017	05/2020
CSS-205	Lenovo	Student Station	42532	N/A	02/2009	02/2012
CSS-205-CCNTR	Lenovo	Student Station #1	71215	N/A	07/2018	07/2021
CSS-205-CCNTR	Lenovo	Student Station #2	71217	N/A	07/2018	07/2021
CSS-205-CCNTR	Lenovo	Student Station #3	71214	N/A	07/2018	07/2021
CSS-205-CCNTR	Lenovo	Student Station #4	71216	N/A	07/2018	07/2021
CSS-207	Dell	Adriana Catalan	63504	N/A	01/2016	01/2019
CSS-207	Lenovo	Gabriela Cortez	43317	N/A	02/2017	02/2020

Legend	
	Good
	Needs to be replaced
	Input required

Location	Manufacturer	Name	Asset	Status	Date In	Date Out
CSS-207	Lenovo	Jennifer Revollo	41935	N/A	04/2009	04/2012
CSS-207	Lenovo	Student Station	65304	N/A	03/2017	03/2020
CSS-207	Lenovo	Student Station	65303	N/A	03/2017	03/2020
CSS-207	Lenovo	Student Station	65302	N/A	03/2017	03/2020
CSS-208	Dell	Daniela McCarson	63505	N/A	01/2016	01/2019
CSS-211	Lenovo	Amy Kramer	61800	N/A	03/2017	03/2020
CSS-211	Lenovo	Front Desk	41977	N/A	05/2009	05/2012
CSS-211	Lenovo	Monica Huizar	68320	N/A	03/2017	03/2020
CSS-211	Lenovo	Steven Gonzalez	61799	N/A	03/2017	03/2020
CSS-212	Dell	Bernice Delgado	62434	N/A	01/2015	01/2018
CSS-212	Mac	Gustavo Oceguera	62244	N/A	05/2016	05/2019
CSS-216	Lenovo	Unity Room	69578	N/A	01/2016	01/2019
CSS-219	Lenovo	Ruth Jones	62103	N/A	02/2016	02/2019
CSS-219A	Lenovo	Tabitha Johnson	61376	N/A	02/2016	02/2019
HUM - 106A	Lenovo	Courtney Buchanan	65919	N/A	02/2017	02/2020
HUM - 106B	Lenovo	Walter Stevens	65921	N/A	02/2017	02/2020
HUM - 107	Lenovo	Alexis Gray	65955	N/A	02/2017	02/2020
HUM - 119	Lenovo	Stanley Tyler	41231	N/A	01/2009	01/2012
HUM - 202	Lenovo	Raquel Hoover	52009	N/A	01/2009	01/2012
HUM - 209	Lenovo	Jeffrey Julius	41932	N/A	01/2009	01/2012
HUM - 210	Lenovo	Khalil Andacheh	65929	N/A	03/2017	03/2020
IT-128	Lenovo	Polly Johnson	70552	N/A	02/2018	02/2021
IT-128	Lenovo	Polly Johnson	65923	N/A	02/2018	02/2021
IT-200-A	Lenovo	Unoccupied	51047	N/A	01/2014	01/2017
IT-200-B	Lenovo	Mark Lewis	65938	N/A	01/2017	01/2020
IT-200-C	Lenovo	Andres Elizalde	41913	N/A	01/2009	01/2012
IT-200-D	Lenovo	Jason Parks	60571	N/A	11/2018	11/2021
IT-200-E	Lenovo	Marshall Fulbright	71551	N/A	05/2018	05/2021
IT-200-F	Lenovo	Ana Marie Olaerts	41908	N/A	01/2009	01/2012
IT-200-G	Lenovo	Thomas Wagner	65944	N/A	02/2017	02/2020
IT-200-H	Mac	Lisa Nelson	39587	N/A	01/2008	01/2011
IT-200-H	Mac	Lisa Nelson	66434	N/A	01/2017	01/2020
IT-200-I	Lenovo	James Thomas	65903	N/A	02/2017	02/2020
IT-200-J	Lenovo	Margarita Shirinian	41911	N/A	01/2009	01/2012
IT-200-K	Lenovo	Laura Adams	52020	N/A	01/2010	01/2013
IT-200-L	Lenovo	Peggy Campo	41847	N/A	01/2009	01/2012
IT-200-Lobby	Lenovo	Ann Tewahaftewa	61365	N/A	01/2016	01/2019
IT-200-Lobby	Dell	Christina Fierro-Nishkian	60924	N/A	01/2014	01/2017
IT-200-Lobby	Dell	Claduia Figueroa	52403	N/A	02/2014	02/2017
IT-200-Lobby	Dell	Kaite Owashi	60925	N/A	02/2014	02/2017
IT-200-Lobby	Lenovo	Yolanda Stanley	61367	N/A	01/2016	01/2019
IT-200-Lobby	Lenovo	Sue Lafferty	61366	N/A	01/2016	01/2019
IT-200-Lobby	Lenovo	Wendi Alcazar	61364	N/A	01/2017	01/2020
IT-200-M	Mac	Melissa Bader	50465	N/A	03/2017	03/2020
IT-200-N	Mac	Patricia Worsham	N/A	N/A	03/2017	03/2020
IT-200-O	Lenovo	Janet Frewing	52002	N/A	01/2010	01/2013
IT-200-P	Mac	Andy Robles	66436	N/A	02/2017	02/2020
IT-200-P	Mac	Andy Robles	39586	N/A	01/2008	01/2011
IT-200-Q	Lenovo	Sarah Burnett	65935	N/A	01/2017	01/2020
IT-200-R	Lenovo	Nicole Capps	52007	N/A	01/2010	01/2013
IT-201	Lenovo	Staff Use	42621	N/A	01/2009	01/2012
IT-217-A	Lenovo	Jeffrey Mulari	65911	N/A	03/2017	03/2020
IT-217-B	Lenovo	Jeffrey Warsinski	65930	N/A	03/2017	03/2020
IT-218	Lenovo	Staff Use	39939	N/A	01/2009	01/2012
LIBR-100-LRC	Lenovo	Alex Spencer	72704	N/A	11/2018	11/2021
LIBR-100-LRC	Lenovo	Arezoo Marashi	63509	N/A	03/2017	03/2020
LIBR-100-LRC	Lenovo	Assessment Kisosk	N/A	N/A	01/2016	01/2019
LIBR-100-LRC	Lenovo	Daren Koch	65913	N/A	01/2017	01/2020
LIBR-100-LRC	Lenovo	Kiosk #1	65057	N/A	01/2017	01/2020
LIBR-100-LRC	Lenovo	Kiosk #2	65085	N/A	01/2017	01/2020
LIBR-100-LRC	Lenovo	Nelya Parada	72705	N/A	11/2018	11/2021
LIBR-100-LRC	Lenovo	Tutorial Desk #1	44629	N/A	01/2010	01/2013
LIBR-100-LRC	Lenovo	Tutorial Desk #2	65900	N/A	02/2017	02/2020
LIBR-101-PDC	Lenovo	PDC Lab	70389	N/A	03/2017	03/2020
LIBR-101-PDC	Lenovo	PDC Lab	70384	N/A	03/2017	03/2020
LIBR-101-PDC	Lenovo	PDC Lab	70388	N/A	03/2017	03/2020
LIBR-101-PDC	Lenovo	PDC Lab	70386	N/A	03/2017	03/2020
LIBR-101-PDC	Lenovo	PDC Lab	70387	N/A	03/2017	03/2020
LIBR-101-PDC	Lenovo	PDC Lab	70390	N/A	03/2017	03/2020
LIBR-101-PDC	Lenovo	PDC Lab	69986	N/A	03/2017	03/2020
LIBR-101-PDC	Lenovo	PDC Lab	70382	N/A	03/2017	03/2020
LIBR-101-PDC	Lenovo	PDC Lab	70381	N/A	03/2017	03/2020
LIBR-101-PDC	Lenovo	PDC Lab	70380	N/A	03/2017	03/2020
LIBR-101-PDC	Lenovo	PDC Lab	70385	N/A	03/2017	03/2020

Location	Manufacturer	User	Tag	Other	Start	End
LIBR-101-PDC	Lenovo	PDC Lab	70662	N/A	03/2017	03/2020
LIBR-200	Lenovo	Damon Nance	48818	N/A	01/2016	01/2019
LIBR-200	Lenovo	Front Counter #1	65125	N/A	03/2017	03/2020
LIBR-200	Lenovo	Front Counter #2	65590	N/A	03/2017	03/2020
LIBR-200	Lenovo	Front Counter #3	65589	N/A	03/2017	03/2020
LIBR-200	Lenovo	Front Counter #4	65588	N/A	03/2017	03/2020
LIBR-200	Lenovo	Reference Desk	65124	N/A	03/2017	03/2020
LIBR-200	Lenovo	Sabrina Sepulveda	61801	N/A	05/2016	05/2019
LIBR-217	Lenovo	Celia Brockenbrough	N/A	N/A	05/2018	05/2021
LIBR-218	Lenovo	Vivian Harris	N/A	N/A	07/2018	07/2021
LIBR-219	Lenovo	Christopher Poole	65592	N/A	01/2017	01/2020
LIBR-220	Lenovo	Miguel Castro	65591	N/A	01/2017	01/2020
LIBR-G102-NURS	Dell	Staff Use	70777	N/A	01/2017	01/2020
LIBR-G102-NURS	Dell	Staff Use	70778	N/A	01/2017	01/2020
LIBR-G114B	Lenovo	Lisa Martin	68185	N/A	01/2017	01/2020
LIBR-G114C	Lenovo	Janice Muto	63511	N/A	03/2017	03/2020
LIBR-G114D	Lenovo	Dominique Hitchcock	61192	N/A	02/2016	02/2019
LIBR-G115	Lenovo	Assessment Office	N/A	N/A	01/2016	01/2019
LIBR-G115	Lenovo	Lilia Garcia	61048	N/A	03/2016	03/2019
LIBR-G125	Lenovo	Araceli Covarrubias	65967	N/A	02/2017	02/2020
LIBR-G126	Lenovo	David Mills	65901	N/A	02/2017	02/2020
LIBR-G127	Lenovo	Carol Miter	65936	N/A	02/2017	02/2020
LIBR-G128	Mac	James Finley	51178	N/A	01/2013	01/2016
LIBR-G129	Mac	Jose Sentmanat	69786	N/A	03/2018	03/2021
LIBR-G130	Lenovo	Kristine Anderson	65933	N/A	01/2017	01/2020
LIBR-G131	Lenovo	Mitzi Sloniger	52018	N/A	01/2009	01/2012
LIBR-G14A	Lenovo	Albert Jimenez	63511	N/A	05/2016	05/2019
OC-101	Lenovo	Javier Sierra	70169	N/A	08/2017	08/2020
OC-103	Lenovo	Michael Collins	69936	N/A	07/2017	07/2020
OC-105	Lenovo	Deon Stowers	52420	N/A	01/2016	01/2019
OC-105	Lenovo	James McMahon	65087	N/A	01/2017	01/2020
OC-107	Lenovo	Susan Boling	52417	N/A	01/2016	01/2019
OC-110	Lenovo	Brandon Owashi	69577	N/A	06/2017	06/2020
OC-110	Dell	Caitlin Welch	48582	Surface Pro: 066212	01/2016	01/2019
OC-110	Lenovo	Charise Allingham	65910	N/A	02/2017	02/2020
OC-110	Lenovo	Crystal Voss	70772	N/A	12/2017	12/2020
OC-110	Dell	Cynthia Gunderson	62431	N/A	12/2016	12/2019
OC-110	Lenovo	Greg Aycock	48577	N/A	01/2016	01/2019
OC-110	Lenovo	Kevin Carlson	61188	N/A	01/2016	01/2019
OC-110	Lenovo	Maureen Sinclair	62104	N/A	01/2016	01/2019
OC-110	Lenovo	Roxana Finley	67229	N/A	11/2016	11/2019
OC-111	Lenovo	No User	43068	N/A	01/2016	01/2019
OC-112	Dell	Justin Czerniak	61936	N/A	01/2016	01/2019
OC-112	Lenovo	Misty Cheatham	70383	N/A	08/2017	08/2020
OC-112	Lenovo	Elaina McDonald	70392	N/A	08/2017	08/2020
OC-112	Lenovo	Patti Sanchez	70156	N/A	08/2017	08/2020
OC-112	Lenovo	Tricia Hodawanus	70163	N/A	08/2017	08/2020
OC-120	Dell	Daniel Lambros	52402	N/A	01/2016	01/2019
OC-120	Dell	Jason Caceres	51053	N/A	01/2016	01/2019
OC-120	Lenovo	Lenny Riley	41290	N/A	01/2016	01/2019
OC-120	Dell	Lenny Riley	71333	N/A	03/2018	03/2021
OC-120	Dell	Michael Angeles	52404	N/A	01/2016	01/2019
OC-120	Dell	Ricardo Aguilera	51054	N/A	01/2016	01/2019
OC-120	Dell	Salvador Herrera	52405	N/A	01/2016	01/2019
OC-131	Lenovo	Adam Lyter	52414	N/A	01/2016	01/2019
OC-155	Lenovo	Andy Aldasoro	41931	N/A	01/2016	01/2019
OC-155	Lenovo	Jeffrey Buch	41931	N/A	01/2016	01/2019
OC-155	Lenovo	Travonne Bell	41931	N/A	01/2016	01/2019
OC-155	Lenovo	Tyler Wortman	41931	N/A	01/2016	01/2019
OC-161	Lenovo	Victor Goldbaum	41934	N/A	01/2016	01/2019
PORT A - 101	Lenovo	Sigrid Williams	70177	N/A	08/2017	08/2020
PORT A - 102	Lenovo	Megan Lindeman	70166	N/A	08/2017	08/2020
PORT A - 104	Lenovo	Maria Adams	70164	N/A	08/2017	08/2020
PORT A - 106	Lenovo	Ammanda Moore	70165	N/A	08/2017	08/2020
PORT A - 107	Lenovo	Michael Bobo	70167	N/A	08/2017	08/2020
PORT A - 108	Lenovo	Michael Curtis	70168	N/A	08/2017	08/2020
PORT A - 109	Lenovo	Janet Hill	70179	N/A	08/2017	08/2020
PORT B - 201	Lenovo	Natalie Morford	52001	N/A	01/2009	01/2012
PORT B - 202	Mac	Virgil Lee	66438	N/A	01/2016	01/2019
PORT B - 203	Lenovo	Kara Zamiska	42746	N/A	01/2010	01/2013
PORT B - 204	Lenovo	Daniel Reade	65939	N/A	02/2017	02/2020
PORT B - 206	Lenovo	Jessica Dobson	65909	N/A	02/2017	02/2020
PORT B - 207	Lenovo	Sandra Popiden	41995	N/A	01/2009	01/2012
PORT B - 208	Mac	Jody Tyler	66437	N/A	01/2016	01/2019

PORT B - 209	Lenovo	Tami Comstock	52510	N/A	01/2009	01/2012
SSV-102	Dell	Angela Agulair	60933	N/A	04/2014	04/2017
SSV-102	Lenovo	I.D. Scanner	61185	N/A	05/2015	05/2018
SSV-102	Lenovo	Lauren Augamite	48109	N/A	03/2015	03/2018
SSV-102	Lenovo	Nico Gutierrez	48132	N/A	03/2012	03/2015
SSV-102	Lenovo	Rochelle Cook	48138	N/A	03/2015	03/2018
SSV-102	Lenovo	Shadon Sanders	48067	N/A	03/2015	03/2018
SSV-102	Lenovo	Student Employee	48414	N/A	03/2015	03/2018
SSV-102	Lenovo	Student Employee	65201	N/A	04/2017	04/2020
SSV-102	Lenovo	Student Machine	61325	N/A	03/2015	03/2018
SSV-102	Lenovo	Student Machine	61326	N/A	03/2015	03/2018
SSV-102-A&R	Lenovo	Cassandra Gilbert	48124	N/A	01/2015	01/2018
SSV-102-A&R	Lenovo	Cecilia Ramirez	65133	N/A	05/2016	05/2019
SSV-102-A&R	Lenovo	Janele Brekke	61834	N/A	05/2015	05/2018
SSV-102-A&R	Lenovo	Shazna Uduman	49778	N/A	01/2015	01/2018
SSV-102-A&R	Lenovo	Staff Machine	48076	N/A	03/2015	03/2018
SSV-102-A&R	Lenovo	Vanessa Acosta	48139	N/A	01/2015	01/2018
SSV-102-FA	Lenovo	Anthony Bererra	65198	N/A	02/2017	02/2020
SSV-102-FA	Lenovo	Leticia Martinez	65197	N/A	02/2017	02/2020
SSV-102-FA	Lenovo	Lorena Valencia	68322	N/A	02/2017	02/2020
SSV-102-FA	Lenovo	Sheri Collogi	65196	N/A	02/2017	02/2020
SSV-102-FA	Lenovo	Staff Machine	65199	N/A	02/2017	02/2020
SSV-103	Microsoft	Mark DeAsis	72194	N/A	10/2018	10/2021
SSV-104	Dell	Alex Zuniga	72199	N/A	05/2018	05/2021
SSV-104	Lenovo	Staff Machine	44618	N/A	03/2009	03/2012
SSV-105	Lenovo	Maria Gonzalez	65200	N/A	02/2017	02/2020
SSV-107	Lenovo	Eric Betancourt	48110	N/A	03/2013	03/2016
SSV-107	Lenovo	Zach Emorey	48137	N/A	03/2013	03/2016
SSV-107	Lenovo	Employee Station	48113	N/A	03/2013	03/2016
SSV-116	Lenovo	Front Cashier #1	48065	N/A	01/2013	01/2016
SSV-116	Lenovo	Front Cashier #2	48071	N/A	01/2013	01/2016
SSV-116	Lenovo	Carla Philips	48069	N/A	01/2013	01/2016
SSV-116	Lenovo	Alice Montemayor	48070	N/A	01/2013	01/2016
SSV-117	Lenovo	Jeanne Wallace	61764	N/A	05/2015	05/2018
SSV-117	Lenovo	Pamela Kollar	48017	N/A	03/2013	03/2016
SSV-119	Lenovo	Lorenzo Harmon	71478	N/A	08/2018	08/2021
SSV-121	Lenovo	Bryan Reece	65561	N/A	03/2016	03/2019
SSV-122	Lenovo	Denise Terrazas	61765	N/A	03/2016	03/2019
SSV-122	Lenovo	Staff Use	48078	N/A	01/2013	01/2016
SSV-127	Lenovo	Ana Molina	70162	N/A	06/2017	06/2020
SSV-127	Dell	Nicole Brown	52400	N/A	03/2013	03/2016
SSV-128	Dell	Samuel Lee	63508	N/A	06/2016	06/2019
SSV-200-CS	Lenovo	Cynthia Acosta	68171	N/A	02/2017	02/2020
SSV-200-CS	Lenovo	Daniel Grajeda	68188	N/A	03/2017	03/2020
SSV-200-CS	Lenovo	Gilbert De Leon	68169	N/A	03/2017	03/2020
SSV-200-CS	Lenovo	Patti Brusca	68172	N/A	01/2017	01/2020
SSV-200-CS	Lenovo	Staff Use	68187	N/A	02/2017	02/2020
SSV-200-CS	Lenovo	Student Employee	68165	N/A	03/2017	03/2020
SSV-200-TC	Lenovo	Anita Bailey	67773	N/A	03/2016	03/2019
SSV-200-TC	Lenovo	Justin Mendez	63510	N/A	12/2015	12/2018
SSV-200-TC	Mac	Natalie Aceves	60458	N/A	01/2017	01/2020
SSV-200-TC	Lenovo	No User	60489	N/A	09/2014	09/2017
SSV-200-TC	Lenovo	Student Computer	48135	N/A	05/2013	05/2016
SSV-200-TC	Lenovo	Student Computer	68164	N/A	04/2016	04/2019
SSV-200-TC	Lenovo	Student Computer	68189	N/A	04/2016	04/2019
SSV-203	Lenovo	Sean Davis	60493	N/A	09/2014	09/2017
SSV-204	Lenovo	David Payan	60494	N/A	09/2014	09/2017
SSV-205	Lenovo	John Moore	72703	N/A	08/2018	08/2021
SSV-206-A	Lenovo	Erin Spurbeck	68167	N/A	02/2017	02/2020
SSV-206-B	Lenovo	Staff Use	60495	N/A	10/2014	10/2017
SSV-208	Lenovo	Nick Franco	60487	N/A	09/2014	09/2017
SSV-212	Lenovo	Dallas Carter	44146	N/A	01/2009	01/2012
SSV-212	Lenovo	Monica Esparza	61805	N/A	03/2016	03/2019
SSV-212	Dell	Student Computer	69947	N/A	05/2017	05/2020
SSV-212	Dell	Student Computer	69944	N/A	05/2017	05/2020
SSV-212	Dell	Student Computer	69946	N/A	05/2017	05/2020
SSV-212	Dell	Student Computer	69945	N/A	05/2017	05/2020
SSV-212-A	Dell	Hortencia Cuevas	65633	N/A	02/2016	02/2019
SSV-212-B	Dell	Carol Chavez	69778	N/A	05/2017	05/2020
SSV-212-B	Dell	Yolanda Harro	69779	N/A	05/2017	05/2020
SSV-212-C	Dell	Susanna Galvez	69780	N/A	05/2017	05/2020
SSV-216	Lenovo	Maria Juardo	60490	N/A	08/2014	08/2017
SSV-217	Lenovo	Marissa Iliscupidez	60492	N/A	09/2014	09/2017
SSV-219	Mac	Tenisha James	68431	N/A	01/2017	01/2020

SSV-220	Lenovo	Kaneesha Tarrant	63598	N/A	03/2016	03/2019
SSV-222	Lenovo	Tanya Wilson	68166	N/A	02/2016	02/2019
ST - 107	Lenovo	Staff Use	69777	N/A	01/2017	01/2020
ST - 201A	Lenovo	Teresa Friedrich-Finnern	41936	N/A	01/2009	01/2012
ST - 201B	Lenovo	Charles Sternburg	41921	N/A	01/2009	01/2012
ST - 201C	Lenovo	Barbara Moore	41939	N/A	01/2009	01/2012
ST - 201D	Lenovo	Monica Gutierrez	65962	N/A	07/2016	07/2019
ST - 201E	Lenovo	Om Tripathi	41910	N/A	02/2009	02/2012
ST - 208	Lenovo	Staff Use	A02821	N/A	01/2011	01/2014
ST-112-ARTGAL	Lenovo	Quinton Bemiller	65957	N/A	05/2018	05/2021
STEM-100	Lenovo	Student Employee	65934	N/A	12/2016	12/2019
STEM-100	Lenovo	Student Employee	68450	N/A	12/2016	12/2019
STEM-100	Lenovo	Suzie Schepler	70555	N/A	03/2017	03/2020
STEM-100	Lenovo	Veronica Orozco	71068	N/A	05/2017	05/2020
STEM-101	Lenovo	Staff Use	62432	N/A	05/2016	05/2019
STEM-101	Lenovo	Staff Use	50460	N/A	01/2017	01/2020
STEM-101	Lenovo	Staff Use	67849	N/A	02/2017	02/2020
STEM-102	Lenovo	Parks/Fulbright	71565	N/A	09/2017	09/2020
STEM-104	Lenovo	Claudia Garcia	65915	N/A	11/2016	11/2019
STEM-104	Lenovo	Desiree Rivera	65961	N/A	12/2016	12/2019
STEM-104	Lenovo	Gabriela Ramirez	65947	N/A	12/2016	12/2019
STEM-104	Lenovo	Miriam Carillo	65960	N/A	11/2016	11/2019
STEM-105	Mac	Jessica Cobb	65130	N/A	02/2017	02/2020
STEM-106	Lenovo	Staff Use	71561	N/A	01/2017	01/2020
STEM-117	Lenovo	Charles Henkels	71560	N/A	09/2017	09/2020
STEM-117	Lenovo	Patricia Gill	71564	N/A	09/2017	09/2020
STEM-117	Lenovo	Rachel Rodriguez	70556	N/A	06/2017	06/2020
STEM-121	Mac	Staff Use	N/A	N/A	01/2017	01/2020
STEM-301	Lenovo	Eva Amezola	65914	N/A	05/2017	05/2020
STEM-3D PRINT	Lenovo	Staff Use	70369	N/A	03/2017	03/2020
THTR - 201	Lenovo	Timothy Russell	65926	N/A	02/2017	02/2020
THTR - 202	Lenovo	Stephany Kyriakos	38113	N/A	01/2009	01/2012
THTR - 203	N/A	Recording Studio	N/A	N/A	N/A	N/A
THTR - 206	Lenovo	Peter Boelman	65928	N/A	08/2016	08/2019
THTR - 207	Mac	Kim Kamerin	52245	N/A	01/2013	01/2016
W2A	Lenovo	Susan Witmer	65937	N/A	03/2017	03/2020
W2B (Storage Room)	N/A	Staff Use	N/A	N/A	N/A	N/A
W2C	Lenovo	Dana White	65917	N/A	01/2017	01/2020
W2D	Lenovo	Starlene Justice	65922	N/A	01/2017	01/2020
W9A	Lenovo	Timothy Wallstrom	70184	N/A	08/2017	08/2020
W9B	Mac	Stephen Park	N/A	N/A	N/A	N/A
W9C	Lenovo	Beverly Wimer	65927	N/A	01/2016	01/2019
W9E	Dell	Ruth Leal	69811	N/A	N/A	N/A
W9E	Dell	Ruth Leal	N/A	N/A	N/A	N/A
W9E	Dell	Ruth Leal	39393	N/A	N/A	N/A
W9F	Mac	Susan Standen	62088	N/A	01/2017	01/2020

Office Computer Refresh Plan Phases

Location	Make	User	PC Asset	Laptop Asset	Installed @ Norco	Warranty (3 Years)
ATEC-212	Mac	Robert Prior	N/A	N/A	01/2005	01/2008
IT-200-H	Mac	Lisa Nelson	39587	N/A	01/2008	01/2011
IT-200-P	Mac	Andy Robles	39586	N/A	01/2008	01/2011
ATEC-213	Lenovo	Brian Johnson	38096	N/A	01/2009	01/2012
ATEC-221	Lenovo	Joseph DeGuzman	41427	N/A	01/2009	01/2012
CRC-E115	Lenovo	Faculty/Staff	41227	N/A	01/2009	01/2012
CRC-E115	Lenovo	Faculty/Staff	41215	N/A	01/2009	01/2012
CRC-E115	Lenovo	Faculty/Staff	44708	N/A	01/2009	01/2012
HUM - 119	Lenovo	Stanley Tyler	41231	N/A	01/2009	01/2012
HUM - 202	Lenovo	Raquel Hoover	52009	N/A	01/2009	01/2012
HUM - 209	Lenovo	Jeffrey Julius	41932	N/A	01/2009	01/2012
IT-200-C	Lenovo	Andres Elizalde	41913	N/A	01/2009	01/2012
IT-200-F	Lenovo	Ana Marie Olaerts	41908	N/A	01/2009	01/2012
IT-200-J	Lenovo	Margarita Shirinian	41911	N/A	01/2009	01/2012
IT-200-L	Lenovo	Peggy Campo	41847	N/A	01/2009	01/2012
IT-201	Lenovo	Staff Use	42621	N/A	01/2009	01/2012
IT-218	Lenovo	Staff Use	39939	N/A	01/2009	01/2012
LIBR-G131	Lenovo	Mitzi Sloniger	52018	N/A	01/2009	01/2012
PORT B - 201	Lenovo	Natalie Morford	52001	N/A	01/2009	01/2012
PORT B - 207	Lenovo	Sandra Popiden	41995	N/A	01/2009	01/2012
PORT B - 209	Lenovo	Tami Comstock	52510	N/A	01/2009	01/2012
SSV-212	Lenovo	Dallas Carter	44146	N/A	01/2009	01/2012
ST - 201A	Lenovo	Teresa Friedrich-Finnern	41936	N/A	01/2009	01/2012
ST - 201B	Lenovo	Charles Sternburg	41921	N/A	01/2009	01/2012
ST - 201C	Lenovo	Barbara Moore	41939	N/A	01/2009	01/2012
THTR - 202	Lenovo	Stephany Kyriakos	38113	N/A	01/2009	01/2012
CSS-205	Lenovo	ASNC Front Desk	42549	N/A	02/2009	02/2012
CSS-205	Lenovo	ASNC Student Station	42519	N/A	02/2009	02/2012
CSS-205	Lenovo	ASNC Student Station	42520	N/A	02/2009	02/2012
CSS-205	Lenovo	ASNC Student Station	42533	N/A	02/2009	02/2012
CSS-205	Lenovo	ASNC Student Station	42534	N/A	02/2009	02/2012
CSS-205	Lenovo	ASNC Student Station	40541	N/A	02/2009	02/2012
CSS-205	Lenovo	ASNC Student Station	42552	N/A	02/2009	02/2012
CSS-205	Lenovo	ASNC Student Station	40583	N/A	02/2009	02/2012
CSS-205	Lenovo	Student Station	42532	N/A	02/2009	02/2012
ST - 201E	Lenovo	Om Tripathi	41910	N/A	02/2009	02/2012
SSV-104	Lenovo	Staff Machine	44618	N/A	03/2009	03/2012
CSS-207	Lenovo	Jennifer Revollo	41935	N/A	04/2009	04/2012
ATEC-Lobby	Lenovo	No User	52000	N/A	05/2009	05/2012
CSS-211	Lenovo	Front Desk	41977	N/A	05/2009	05/2012
IT-200-K	Lenovo	Laura Adams	52020	N/A	01/2010	01/2013
IT-200-O	Lenovo	Janet Frewing	52002	N/A	01/2010	01/2013
IT-200-R	Lenovo	Nicole Capps	52007	N/A	01/2010	01/2013
LIBR-100-LRC	Lenovo	Tutorial Desk #1	44629	N/A	01/2010	01/2013
PORT B - 203	Lenovo	Kara Zamiska	42746	N/A	01/2010	01/2013
ST - 208	Lenovo	Staff Use	A02821	N/A	01/2011	01/2014
CSS-205	Mac	ASNC Desk #2	48645	N/A	01/2012	01/2015
SSV-102	Lenovo	Nico Gutierrez	48132	N/A	03/2012	03/2015
CRC-E102	Dell	Campus Police	44677	N/A	01/2013	01/2016
CRC-E102	Dell	Campus Police	44680	N/A	01/2013	01/2016
CRC-E102	Dell	Sgt. Henry	44674	N/A	01/2013	01/2016
LIBR-G128	Mac	James Finley	51178	N/A	01/2013	01/2016
SSV-116	Lenovo	Front Cashier #1	48065	N/A	01/2013	01/2016
SSV-116	Lenovo	Front Cashier #2	48071	N/A	01/2013	01/2016
SSV-116	Lenovo	Carla Philips	48069	N/A	01/2013	01/2016
SSV-116	Lenovo	Alice Montemayor	48070	N/A	01/2013	01/2016
SSV-122	Lenovo	Staff Use	48078	N/A	01/2013	01/2016
THTR - 207	Mac	Kim Kamerin	52245	N/A	01/2013	01/2016
CACT-6	Dell	Derek Sy	51056	N/A	03/2013	03/2016
CSS-106-DRC	Lenovo	Student Station	49283	N/A	03/2013	03/2016
CSS-106-DRC	Lenovo	Student Station	49280	N/A	03/2013	03/2016
CSS-106-DRC	Lenovo	Student Station	49093	N/A	03/2013	03/2016
CSS-106-DRC	Lenovo	Student Station	49092	N/A	03/2013	03/2016
SSV-107	Lenovo	Eric Betancourt	48110	N/A	03/2013	03/2016
SSV-107	Lenovo	Zach Emorey	48137	N/A	03/2013	03/2016
SSV-107	Lenovo	Employee Station	48113	N/A	03/2013	03/2016
SSV-117	Lenovo	Pamela Kollar	48017	N/A	03/2013	03/2016
SSV-127	Dell	Nicole Brown	52400	N/A	03/2013	03/2016
SSV-200-TC	Lenovo	Student Computer	48135	N/A	05/2013	05/2016
ATEC-214	Mac	Brady Kerr	51209	N/A	07/2013	07/2016
IT-200-A	Lenovo	Unoccupied	51047	N/A	01/2014	01/2017
IT-200-Lobby	Dell	Christina Fierro-Nishkian	60924	N/A	01/2014	01/2017
IT-200-Lobby	Dell	Claduia Figueroa	52403	N/A	02/2014	02/2017
IT-200-Lobby	Dell	Kaite Owashi	60925	N/A	02/2014	02/2017

Legend	
	Phase 4
	Phase 3
	Phase 1
	Phase 2

Inventory provided by TSS in February 2019

Location	Manufacturer	User	Asset	Other	Date 1	Date 2
SSV-102	Dell	Angela Agulair	60933	N/A	04/2014	04/2017
SSV-216	Lenovo	Maria Juardo	60490	N/A	08/2014	08/2017
SSV-200-TC	Lenovo	No User	60489	N/A	09/2014	09/2017
SSV-203	Lenovo	Sean Davis	60493	N/A	09/2014	09/2017
SSV-204	Lenovo	David Payan	60494	N/A	09/2014	09/2017
SSV-208	Lenovo	Nick Franco	60487	N/A	09/2014	09/2017
SSV-217	Lenovo	Marissa Iliscupidez	60492	N/A	09/2014	09/2017
SSV-206-B	Lenovo	Staff Use	60495	N/A	10/2014	10/2017
CSS-212	Dell	Bernice Delgado	62434	N/A	01/2015	01/2018
SSV-102-A&R	Lenovo	Cassandra Gilbert	48124	N/A	01/2015	01/2018
SSV-102-A&R	Lenovo	Shazna Uduman	49778	N/A	01/2015	01/2018
SSV-102-A&R	Lenovo	Vanessa Acosta	48139	N/A	01/2015	01/2018
SSV-102	Lenovo	Lauren Augamite	48109	N/A	03/2015	03/2018
SSV-102	Lenovo	Rochelle Cook	48138	N/A	03/2015	03/2018
SSV-102	Lenovo	Shadon Sanders	48067	N/A	03/2015	03/2018
SSV-102	Lenovo	Student Employee	48414	N/A	03/2015	03/2018
SSV-102	Lenovo	Student Machine	61325	N/A	03/2015	03/2018
SSV-102	Lenovo	Student Machine	61326	N/A	03/2015	03/2018
SSV-102-A&R	Lenovo	Staff Machine	48076	N/A	03/2015	03/2018
SSV-102	Lenovo	I.D. Scanner	61185	N/A	05/2015	05/2018
SSV-102-A&R	Lenovo	Janele Brekke	61834	N/A	05/2015	05/2018
SSV-117	Lenovo	Jeanne Wallace	61764	N/A	05/2015	05/2018
SSV-200-TC	Lenovo	Justin Mendez	63510	N/A	12/2015	12/2018
CRC-E102	Dell	Campus Police	61411	N/A	01/2016	01/2019
CSS-108-DRC LAB	Lenovo	(8) Lab Stations	N/A	N/A	01/2016	01/2019
CSS-203	Mac	Mark Hartley	61833	N/A	01/2016	01/2019
CSS-204	Lenovo	Jethro Midgett	68277	N/A	01/2016	01/2019
CSS-207	Dell	Adriana Catalan	63504	N/A	01/2016	01/2019
CSS-208	Dell	Daniela McCarson	63505	N/A	01/2016	01/2019
CSS-216	Lenovo	Unity Room	69578	N/A	01/2016	01/2019
IT-200-Lobby	Lenovo	Ann Tewahaftewa	61365	N/A	01/2016	01/2019
IT-200-Lobby	Lenovo	Yolanda Stanley	61367	N/A	01/2016	01/2019
IT-200-Lobby	Lenovo	Sue Lafferty	61366	N/A	01/2016	01/2019
LIBR-100-LRC	Lenovo	Assessment Kisosk	N/A	N/A	01/2016	01/2019
LIBR-200	Lenovo	Damon Nance	48818	N/A	01/2016	01/2019
LIBR-G115	Lenovo	Assessment Office	N/A	N/A	01/2016	01/2019
OC-105	Lenovo	Deon Stowers	52420	N/A	01/2016	01/2019
OC-107	Lenovo	Susan Boling	52417	N/A	01/2016	01/2019
OC-110	Dell	Caitlin Welch	48582	Surface Pro: 066212	01/2016	01/2019
OC-110	Lenovo	Greg Aycock	48577	N/A	01/2016	01/2019
OC-110	Lenovo	Kevin Carlson	61188	N/A	01/2016	01/2019
OC-110	Lenovo	Maureen Sinclair	62104	N/A	01/2016	01/2019
OC-111	Lenovo	No User	43068	N/A	01/2016	01/2019
OC-112	Dell	Justin Czerniak	61936	N/A	01/2016	01/2019
OC-120	Dell	Daniel Lambros	52402	N/A	01/2016	01/2019
OC-120	Dell	Jason Caceres	51053	N/A	01/2016	01/2019
OC-120	Lenovo	Lenny Riley	41290	N/A	01/2016	01/2019
OC-120	Dell	Michael Angeles	52404	N/A	01/2016	01/2019
OC-120	Dell	Ricardo Aguilera	51054	N/A	01/2016	01/2019
OC-120	Dell	Salvador Herrera	52405	N/A	01/2016	01/2019
OC-131	Lenovo	Adam Lyter	52414	N/A	01/2016	01/2019
OC-155	Lenovo	Andy Aldasoro	41931	N/A	01/2016	01/2019
OC-155	Lenovo	Jeffrey Buch	41931	N/A	01/2016	01/2019
OC-155	Lenovo	Travonne Bell	41931	N/A	01/2016	01/2019
OC-155	Lenovo	Tyler Wortman	41931	N/A	01/2016	01/2019
OC-161	Lenovo	Victor Goldbaum	41934	N/A	01/2016	01/2019
PORT B - 202	Mac	Virgil Lee	66438	N/A	01/2016	01/2019
PORT B - 208	Mac	Jody Tyler	66437	N/A	01/2016	01/2019
W9C	Lenovo	Beverly Wimer	65927	N/A	01/2016	01/2019
CSS-205	Lenovo	ASNC Desk #1	43086	N/A	02/2016	02/2019
CSS-219	Lenovo	Ruth Jones	62103	N/A	02/2016	02/2019
CSS-219	Lenovo	Tabitha Johnson	61376	N/A	02/2016	02/2019
LIBR-G114D	Lenovo	Dominique Hitchcock	61192	N/A	02/2016	02/2019
SSV-212-A	Dell	Hortencia Cuevas	65633	N/A	02/2016	02/2019
SSV-222	Lenovo	Tanya Wilson	68166	N/A	02/2016	02/2019
CSS-205	Lenovo	Employee Station	46381	N/A	03/2016	03/2019
LIBR-G115	Lenovo	Lilia Garcia	61048	N/A	03/2016	03/2019
SSV-121	Lenovo	Bryan Reece	65561	N/A	03/2016	03/2019
SSV-122	Lenovo	Denise Terrazas	61765	N/A	03/2016	03/2019
SSV-200-TC	Lenovo	Anita Bailey	67773	N/A	03/2016	03/2019
SSV-212	Lenovo	Monica Esparza	61805	N/A	03/2016	03/2019
SSV-220	Lenovo	Kaneesha Tarrant	63598	N/A	03/2016	03/2019
SSV-200-TC	Lenovo	Student Computer	68164	N/A	04/2016	04/2019
SSV-200-TC	Lenovo	Student Computer	68189	N/A	04/2016	04/2019
CSS-212	Mac	Gustavo Oceguera	62244	N/A	05/2016	05/2019
LIBR-200	Lenovo	Sabrina Sepulveda	61801	N/A	05/2016	05/2019
LIBR-G14A	Lenovo	Albert Jimenez	63511	N/A	05/2016	05/2019

Location	Brand	User	Asset	Status	Date	Expiry
SSV-102-A&R	Lenovo	Cecilia Ramirez	65133	N/A	05/2016	05/2019
STEM-101	Lenovo	Staff Use	62432	N/A	05/2016	05/2019
CSS-106-DRC	Lenovo	Katie Arnhart	65194	N/A	06/2016	06/2019
CSS-106-DRC	Lenovo	Leona Crawford	65128	N/A	06/2016	06/2019
CSS-106-DRC	Lenovo	Matt Allen	65127	N/A	06/2016	06/2019
CSS-106-DRC	Lenovo	Michael Lopez	65193	N/A	06/2016	06/2019
CSS-107-DRC	Lenovo	Kimberly Bell	65195	N/A	06/2016	06/2019
SSV-128	Dell	Samuel Lee	63508	N/A	06/2016	06/2019
ST - 201D	Lenovo	Monica Gutierrez	65962	N/A	07/2016	07/2019
CACT-4	Lenovo	James Reeves	61187	N/A	08/2016	08/2019
THTR - 206	Lenovo	Peter Boelman	65928	N/A	08/2016	08/2019
OC-110	Lenovo	Roxana Finley	67229	N/A	11/2016	11/2019
STEM-104	Lenovo	Claudia Garcia	65915	N/A	11/2016	11/2019
STEM-104	Lenovo	Miriam Carillo	65960	N/A	11/2016	11/2019
OC-110	Dell	Cynthia Gunderson	62431	N/A	12/2016	12/2019
STEM-100	Lenovo	Student Employee	65934	N/A	12/2016	12/2019
STEM-100	Lenovo	Student Employee	68450	N/A	12/2016	12/2019
STEM-104	Lenovo	Desiree Rivera	65961	N/A	12/2016	12/2019
STEM-104	Lenovo	Gabriela Ramirez	65947	N/A	12/2016	12/2019
ATEC-103	Lenovo	Ashlee Johnson	65931	N/A	01/2017	01/2020
ATEC-105A	Lenovo	Farshid Mirzaei	65896	N/A	01/2017	01/2020
ATEC-106	Lenovo	Gerald Cordier	65941	N/A	01/2017	01/2020
ATEC-216	Lenovo	John Coverdale	61043	N/A	01/2017	01/2020
ATEC-221	Lenovo	Joseph DeGuzman	65906	N/A	01/2017	01/2020
CSS-205	Lenovo	Angel Lizardi	65932	N/A	01/2017	01/2020
CSS-205	Lenovo	Carmen Para	65905	N/A	01/2017	01/2020
IT-200-B	Lenovo	Mark Lewis	65938	N/A	01/2017	01/2020
IT-200-H	Mac	Lisa Nelson	66434	N/A	01/2017	01/2020
IT-200-Lobby	Lenovo	Wendi Alcazar	61364	N/A	01/2017	01/2020
IT-200-Q	Lenovo	Sarah Burnett	65935	N/A	01/2017	01/2020
LIBR-100-LRC	Lenovo	Daren Koch	65913	N/A	01/2017	01/2020
LIBR-100-LRC	Lenovo	Kiosk #1	65057	N/A	01/2017	01/2020
LIBR-100-LRC	Lenovo	Kiosk #2	65085	N/A	01/2017	01/2020
LIBR-219	Lenovo	Christopher Poole	65592	N/A	01/2017	01/2020
LIBR-220	Lenovo	Miguel Castro	65591	N/A	01/2017	01/2020
LIBR-G102-NURS	Dell	Staff Use	70777	N/A	01/2017	01/2020
LIBR-G102-NURS	Dell	Staff Use	70778	N/A	01/2017	01/2020
LIBR-G114B	Lenovo	Lisa Martin	68185	N/A	01/2017	01/2020
LIBR-G130	Lenovo	Kristine Anderson	65933	N/A	01/2017	01/2020
OC-105	Lenovo	James McMahon	65087	N/A	01/2017	01/2020
SSV-200-CS	Lenovo	Patti Brusca	68172	N/A	01/2017	01/2020
SSV-200-TC	Mac	Natalie Aceves	60458	N/A	01/2017	01/2020
SSV-219	Mac	Tenisha James	68431	N/A	01/2017	01/2020
ST - 107	Lenovo	Staff Use	69777	N/A	01/2017	01/2020
STEM-101	Lenovo	Staff Use	50460	N/A	01/2017	01/2020
STEM-106	Lenovo	Staff Use	71561	N/A	01/2017	01/2020
STEM-121	Mac	Staff Use	N/A	N/A	01/2017	01/2020
W2C	Lenovo	Dana White	65917	N/A	01/2017	01/2020
W2D	Lenovo	Starlene Justice	65922	N/A	01/2017	01/2020
W9F	Mac	Susan Standen	62088	N/A	01/2017	01/2020
ATEC-108	Lenovo	Carlos Garcia	65925	N/A	02/2017	02/2020
ATEC-218	Lenovo	Cetherine Brotherton	65942	N/A	02/2017	02/2020
CACT-9	Lenovo	Desiree Wagner	61166	N/A	02/2017	02/2020
CACT-Lobby	Lenovo	Lue Wang	65954	N/A	02/2017	02/2020
CSS-117-CORAL	Lenovo	Odili Barrios	70261	N/A	02/2017	02/2020
CSS-207	Lenovo	Gabriela Cortez	43317	N/A	02/2017	02/2020
HUM - 106A	Lenovo	Courtney Buchanan	65919	N/A	02/2017	02/2020
HUM - 106B	Lenovo	Walter Stevens	65921	N/A	02/2017	02/2020
HUM - 107	Lenovo	Alexis Gray	65955	N/A	02/2017	02/2020
IT-200-G	Lenovo	Thomas Wagner	65944	N/A	02/2017	02/2020
IT-200-I	Lenovo	James Thomas	65903	N/A	02/2017	02/2020
IT-200-P	Mac	Andy Robles	66436	N/A	02/2017	02/2020
LIBR-100-LRC	Lenovo	Tutorial Desk #2	65900	N/A	02/2017	02/2020
LIBR-G125	Lenovo	Araceli Covarrubias	65967	N/A	02/2017	02/2020
LIBR-G126	Lenovo	David Mills	65901	N/A	02/2017	02/2020
LIBR-G127	Lenovo	Carol Miter	65936	N/A	02/2017	02/2020
OC-110	Lenovo	Charise Allingham	65910	N/A	02/2017	02/2020
PORT B - 204	Lenovo	Daniel Reade	65939	N/A	02/2017	02/2020
PORT B - 206	Lenovo	Jessica Dobson	65909	N/A	02/2017	02/2020
SSV-102-FA	Lenovo	Anthony Bererra	65198	N/A	02/2017	02/2020
SSV-102-FA	Lenovo	Leticia Martinez	65197	N/A	02/2017	02/2020
SSV-102-FA	Lenovo	Lorena Valencia	68322	N/A	02/2017	02/2020
SSV-102-FA	Lenovo	Sheri Collogi	65196	N/A	02/2017	02/2020
SSV-102-FA	Lenovo	Staff Machine	65199	N/A	02/2017	02/2020
SSV-105	Lenovo	Maria Gonzalez	65200	N/A	02/2017	02/2020
SSV-200-CS	Lenovo	Cynthia Acosta	68171	N/A	02/2017	02/2020
SSV-200-CS	Lenovo	Staff Use	68187	N/A	02/2017	02/2020

Location	Brand	User	Asset Tag	Col5	Date In	Date Out
SSV-206-A	Lenovo	Erin Spurbeck	68167	N/A	02/2017	02/2020
STEM-101	Lenovo	Staff Use	67849	N/A	02/2017	02/2020
STEM-105	Mac	Jessica Cobb	65130	N/A	02/2017	02/2020
THTR - 201	Lenovo	Timothy Russell	65926	N/A	02/2017	02/2020
ATEC-212	Mac	Robert Prior	66435	N/A	03/2017	03/2020
CSS-202	Lenovo	Edwin Romero	65451	N/A	03/2017	03/2020
CSS-207	Lenovo	Student Station	65304	N/A	03/2017	03/2020
CSS-207	Lenovo	Student Station	65303	N/A	03/2017	03/2020
CSS-207	Lenovo	Student Station	65302	N/A	03/2017	03/2020
CSS-211	Lenovo	Amy Kramer	61800	N/A	03/2017	03/2020
CSS-211	Lenovo	Monica Huizar	68320	N/A	03/2017	03/2020
CSS-211	Lenovo	Steven Gonzalez	61799	N/A	03/2017	03/2020
HUM - 210	Lenovo	Khalil Andacheh	65929	N/A	03/2017	03/2020
IT-200-M	Mac	Melissa Bader	50465	N/A	03/2017	03/2020
IT-200-N	Mac	Patricia Worsham	N/A	N/A	03/2017	03/2020
IT-217-A	Lenovo	Jeffrey Mulari	65911	N/A	03/2017	03/2020
IT-217-B	Lenovo	Jeffrey Warsinski	65930	N/A	03/2017	03/2020
LIBR-100-LRC	Lenovo	Arezoo Marashi	63509	N/A	03/2017	03/2020
LIBR-101-PDC	Lenovo	PDC Lab	70389	N/A	03/2017	03/2020
LIBR-101-PDC	Lenovo	PDC Lab	70384	N/A	03/2017	03/2020
LIBR-101-PDC	Lenovo	PDC Lab	70388	N/A	03/2017	03/2020
LIBR-101-PDC	Lenovo	PDC Lab	70386	N/A	03/2017	03/2020
LIBR-101-PDC	Lenovo	PDC Lab	70387	N/A	03/2017	03/2020
LIBR-101-PDC	Lenovo	PDC Lab	70390	N/A	03/2017	03/2020
LIBR-101-PDC	Lenovo	PDC Lab	69986	N/A	03/2017	03/2020
LIBR-101-PDC	Lenovo	PDC Lab	70382	N/A	03/2017	03/2020
LIBR-101-PDC	Lenovo	PDC Lab	70381	N/A	03/2017	03/2020
LIBR-101-PDC	Lenovo	PDC Lab	70380	N/A	03/2017	03/2020
LIBR-101-PDC	Lenovo	PDC Lab	70385	N/A	03/2017	03/2020
LIBR-101-PDC	Lenovo	PDC Lab	70662	N/A	03/2017	03/2020
LIBR-200	Lenovo	Front Counter #1	65125	N/A	03/2017	03/2020
LIBR-200	Lenovo	Front Counter #2	65590	N/A	03/2017	03/2020
LIBR-200	Lenovo	Front Counter #3	65589	N/A	03/2017	03/2020
LIBR-200	Lenovo	Front Counter #4	65588	N/A	03/2017	03/2020
LIBR-200	Lenovo	Reference Desk	65124	N/A	03/2017	03/2020
LIBR-G114C	Lenovo	Janice Muto	63511	N/A	03/2017	03/2020
SSV-200-CS	Lenovo	Daniel Grajeda	68188	N/A	03/2017	03/2020
SSV-200-CS	Lenovo	Gilbert De Leon	68169	N/A	03/2017	03/2020
SSV-200-CS	Lenovo	Student Employee	68165	N/A	03/2017	03/2020
STEM-100	Lenovo	Suzie Schepler	70555	N/A	03/2017	03/2020
STEM-3D PRINT	Lenovo	Staff Use	70369	N/A	03/2017	03/2020
W2A	Lenovo	Susan Witmer	65937	N/A	03/2017	03/2020
SSV-102	Lenovo	Student Employee	65201	N/A	04/2017	04/2020
CACT-11	Dell	Kevin Fleming	63507	N/A	05/2017	05/2020
CSS-205	Lenovo	Employee Station	68495	N/A	05/2017	05/2020
CSS-205	Lenovo	Employee Station	65965	N/A	05/2017	05/2020
SSV-212	Dell	Student Computer	69947	N/A	05/2017	05/2020
SSV-212	Dell	Student Computer	69944	N/A	05/2017	05/2020
SSV-212	Dell	Student Computer	69946	N/A	05/2017	05/2020
SSV-212	Dell	Student Computer	69945	N/A	05/2017	05/2020
SSV-212-B	Dell	Carol Chavez	69778	N/A	05/2017	05/2020
SSV-212-B	Dell	Yolanda Harro	69779	N/A	05/2017	05/2020
SSV-212-C	Dell	Susanna Galvez	69780	N/A	05/2017	05/2020
STEM-100	Lenovo	Veronica Orozco	71068	N/A	05/2017	05/2020
STEM-301	Lenovo	Eva Amezola	65914	N/A	05/2017	05/2020
CRC-E116	Lenovo	Faculty/Staff	69620	N/A	06/2017	06/2020
CRC-E116	Lenovo	Faculty/Staff	69617	N/A	06/2017	06/2020
CRC-E116	Lenovo	Faculty/Staff	69622	N/A	06/2017	06/2020
CRC-E116	Lenovo	Faculty/Staff	69621	N/A	06/2017	06/2020
CRC-E116	Lenovo	Faculty/Staff	69619	N/A	06/2017	06/2020
CRC-E116	Lenovo	Faculty/Staff	69618	N/A	06/2017	06/2020
OC-110	Lenovo	Brandon Owashi	69577	N/A	06/2017	06/2020
SSV-127	Lenovo	Ana Molina	70162	N/A	06/2017	06/2020
STEM-117	Lenovo	Rachel Rodriguez	70556	N/A	06/2017	06/2020
OC-103	Lenovo	Michael Collins	69936	N/A	07/2017	07/2020
OC-101	Lenovo	Javier Sierra	70169	N/A	08/2017	08/2020
OC-112	Lenovo	Misty Cheatham	70383	N/A	08/2017	08/2020
OC-112	Lenovo	Elaina McDonald	70392	N/A	08/2017	08/2020
OC-112	Lenovo	Patti Sanchez	70156	N/A	08/2017	08/2020
OC-112	Lenovo	Tricia Hodawanus	70163	N/A	08/2017	08/2020
PORT A - 101	Lenovo	Sigrid Williams	70177	N/A	08/2017	08/2020
PORT A - 102	Lenovo	Megan Lindeman	70166	N/A	08/2017	08/2020
PORT A - 104	Lenovo	Maria Adams	70164	N/A	08/2017	08/2020
PORT A - 106	Lenovo	Ammanda Moore	70165	N/A	08/2017	08/2020
PORT A - 107	Lenovo	Michael Bobo	70167	N/A	08/2017	08/2020
PORT A - 108	Lenovo	Michael Curtis	70168	N/A	08/2017	08/2020
PORT A - 109	Lenovo	Janet Hill	70179	N/A	08/2017	08/2020

W9A	Lenovo	Timothy Wallstrom	70184	N/A	08/2017	08/2020
STEM-102	Lenovo	Parks/Fulbright	71565	N/A	09/2017	09/2020
STEM-117	Lenovo	Charles Henkels	71560	N/A	09/2017	09/2020
STEM-117	Lenovo	Patricia Gill	71564	N/A	09/2017	09/2020
OC-110	Lenovo	Crystal Voss	70772	N/A	12/2017	12/2020
CACT-10	Lenovo	Colleen Molko	71154	N/A	01/2018	01/2021
CRC-E116	Lenovo	Donna Dery/Kevin Du	68197	N/A	01/2018	01/2021
IT-128	Lenovo	Polly Johnson	70552	N/A	02/2018	02/2021
IT-128	Lenovo	Polly Johnson	65923	N/A	02/2018	02/2021
LIBR-G129	Mac	Jose Sentmanat	69786	N/A	03/2018	03/2021
OC-120	Dell	Lenny Riley	71333	N/A	03/2018	03/2021
IT-200-E	Lenovo	Marshall Fulbright	71551	N/A	05/2018	05/2021
LIBR-217	Lenovo	Celia Brockenbrough	N/A	N/A	05/2018	05/2021
SSV-104	Dell	Alex Zuniga	72199	N/A	05/2018	05/2021
ST-112-ARTGAL	Lenovo	Quinton Bemiller	65957	N/A	05/2018	05/2021
CSS-205-CCNTR	Lenovo	Student Station #1	71215	N/A	07/2018	07/2021
CSS-205-CCNTR	Lenovo	Student Station #2	71217	N/A	07/2018	07/2021
CSS-205-CCNTR	Lenovo	Student Station #3	71214	N/A	07/2018	07/2021
CSS-205-CCNTR	Lenovo	Student Station #4	71216	N/A	07/2018	07/2021
LIBR-218	Lenovo	Vivian Harris	N/A	N/A	07/2018	07/2021
SSV-119	Lenovo	Lorenzo Harmon	71478	N/A	08/2018	08/2021
SSV-205	Lenovo	John Moore	72703	N/A	08/2018	08/2021
SSV-103	Microsoft	Mark DeAsis	72194	N/A	10/2018	10/2021
IT-200-D	Lenovo	Jason Parks	60571	N/A	11/2018	11/2021
LIBR-100-LRC	Lenovo	Alex Spencer	72704	N/A	11/2018	11/2021
LIBR-100-LRC	Lenovo	Nelya Parada	72705	N/A	11/2018	11/2021
ATEC-104	Dell	Gail Zwart	N/A	N/A	N/A	N/A
ATEC-215	N/A	Elisa Chung	N/A	N/A	N/A	N/A
THTR - 203	N/A	Recording Studio	N/A	N/A	N/A	N/A
W2B (Storage Room)	N/A	Staff Use	N/A	N/A	N/A	N/A
W9B	Mac	Stephen Park	N/A	N/A	N/A	N/A
W9E	Dell	Ruth Leal	69811	N/A	Custom	Custom
W9E	Dell	Ruth Leal	N/A	N/A	Custom	Custom
W9E	Dell	Ruth Leal	39393	N/A	Custom	Custom

Joint Resource Allocation Prioritization Process

Academic Affairs Resource Allocation Process

Each fall: Establish an academic affairs prioritization sub-committee that will prioritize resource requests in instructional and administrative program reviews from academic affairs. The sub-committee will create a ranking criteria that is applicable to the resource requests submitted in academic affairs program reviews. It will send technology requests to the Technology Committee for prioritization. The sub-committee will prioritize a list for staff and a separate list for equipment.

Membership – To be comprised of staff, faculty and administrators from within the academic affairs unit, and chaired by the Vice President, Academic Affairs. Suggested membership includes:

- 2 department chairs (including 1 CTE chair)
- 1 faculty member from Professional Development Committee
- 1 Senate representative
- 2-3 administrators
- 4 classified staff (designated by CSEA)
- Chair – VPAA

Meeting Schedule – Three meetings to be held in the fall term

Rubric Criteria – To be developed by Prioritization Sub-Committee

Student Services Resource Allocation Process

Each fall: Student Services will prioritize resource requests from the Administrative Unit Program Review into the ranking process of the all other Student Services resource requests completed by the Student Services Planning Council. The sub-committee will create a ranking criteria that is applicable to the resource requests submitted in student services program reviews. It will send technology requests to the Technology Committee for prioritization. The sub-committee will prioritize a list for staff and a separate list for equipment.

Membership: All Student Services resource requests submitted through the Student Services Program Review process and the Administration Unit Program Review process will be ranked by the Student Services Planning Council. The prioritization committee composition representing all 21 areas of student services includes:

- 2 faculty
- 7 staff

Approved at ISPC on November 1, 2017

- 9 administrators
- 1 student
- Chair – VPSS

Meeting Schedule/Rubric Criteria - The ranking process will occur during regularly scheduled meetings using ranking criteria approved annually by the Student Services Planning Council.

Business Services Resource Allocation Process

Each fall: Establish a BFPC prioritization sub-committee that will prioritize resource requests of administrative program reviews from business services. The sub-committee will use a ranking criteria that is applicable to the resource requests submitted in business services program reviews. It will send technology requests to the Technology Committee for prioritization. The sub-committee will prioritize a list for staff and a separate list for equipment.

Membership – To be comprised of staff and administrators from within business services, and chaired by the Vice President, Business Services. Suggested membership includes:

- 2-3 business services administrators
- 4 classified staff (designated by CSEA)
- 2 Faculty
- Chair – VPBS

Meeting Schedule – Three meetings to be held in the fall term

Rubric Criteria – To be developed by Prioritization Sub-Committee

Approved by ISPC on May 3, 2017

Integration of staff and equipment lists by ISPC

ISPC will create a criteria for ranking of staffing and equipment into a top five of each council's list to be integrated into a staffing top fifteen list and an equipment top fifteen list for the college. During this process, ISPC will not reorder the items ranked on their respective list. ISPC determined the criteria for ranking will be the seven goals of the Norco College Strategic Plan and use the following Model of Evaluation.

Approved at ISPC on November 1, 2017

All other need requests lists, such as the technology and faculty lists, will remain separate and are not part of this process.

Rubric Criteria – Annually ISPC will review the rubric provided by each council; Criteria for ISPC ranking based on the mission and goals of the institution.

2018 Norco College BFPC Annual Program Review Technology Requests Prioritization List by the Technology Committee

Dept.	Request	Justification	Instructional/ Non-Instructional	# of Items	Total Cost	Lifecycle: How old is the equipment? Provide asset tag # for verification	Is it new or a replacement?	Total Points	Recommendation (High/Medium/Low)	Reviewer Comments/ Recommended Action
Technology Support Services	Instructional classroom audio & visual technology upgrade/new for Library classrooms	Audio and Visual in the Library Classrooms are at end - of - life and have exceeded the warranty period. All equipment will be updated including control systems and new projectors with lamp less technology.	I	TBD		5 years old	Replacement	73	Medium-3	
Technology Support Services	Instructional classroom audio & visual technology upgrade/new for Humanities Classrooms	Audio and Visual in the Humanities Classrooms are at end - of - life and have exceeded the warranty period. All equipment will be updated including control systems and new projectors with lamp less technology.	I	TBD		5 years old	Replacement	66	Medium-6	
Technology Support Services	Instructional classroom audio & visual technology upgrade/new for Industrial Technology Classrooms	Audio and Visual in the Industrial Technology Classrooms are at end - of - life and have exceeded the warranty period. All equipment will be updated including control systems and new projectors with lamp less technology.	I	TBD		5 years old	Replacement	70	Medium-4	
Technology Support Services	Instructional classroom audio & visual technology upgrade/new for Science Technology Classrooms	Audio and Visual in the Science Technology Classrooms are at end - of - life and have exceeded the warranty period. All equipment will be updated including control systems and new projectors with lamp less technology.	I	TBD		5 years old	Replacement	78	Medium-1	
Technology Support Services	Instructional classroom audio & visual technology upgrade/new for West End Quad Classrooms	Audio and Visual in the West End Quad Classrooms are at end - of - life and have exceeded the warranty period. All equipment will be updated including control systems and new projectors with lamp less technology.	I	TBD		5 years old	Replacement	76	Medium-2	
Technology Support Services	Instructional classroom audio & visual technology upgrade/new for Applied Technology Classrooms	Audio and Visual in the Applied Technology Classrooms are at end - of - life and have exceeded the warranty period. All equipment will be updated including control systems and new projectors with lamp less technology.	I	TBD		5 years old	Replacement	67	Medium-5	
Technology Support Services	New Updated Computers/Monitors for TSS Staff	5 existing computers are at end-of-life and the warranty is expired.	N	15		5 years old	Replacement	62	Medium-10	
Technology Support Services	Audio and Visual Technology Upgrade/New equipment for Center of Student Success	Audio and Visual in the Center for Student Success are at end - of - life and have exceeded the warranty period. All equipment will be updated including control systems and new projectors with lamp less technology.	N	TBD		5 years old	Replacement	64	Medium-8	
Technology Support Services	Conference Rooms Audio/Visual Technology Upgrade/New for ST 107, IT 218, CSS 217, 219, OC 102	Audio and Visual in the Conference Rooms are at end - of - life and have exceeded the warranty period. All equipment will be updated including control systems and Interactive displays with Wireless Presentation Technology.	N	TBD		5 years old	Replacement	65	Medium-7	
Technology Support Services	New Staff Desktop Computers	Staffing desktop computers are over 5 years old and cannot meet the minimal requirements for new software/hardware.	N	TBD		5 years old	Replacement	61	Medium-11	
Technology Support Services	New Desktop Computers for IT 202 (35)	Existing computers are at end of life and cannot support new software requirements.	I	35		5 years old	Replacement	81	High -2	
Technology Support Services	New Desktop Computers for IT 127 (35)	Existing computers are at end of life and cannot support new software requirements.	I	35		5 years old	Replacement	82	High-1	
Technology Support Services	New desktop computers for Faculty and Staff offices.	Desktop computers will need to be replaced with the current technology plan.	N	TBD		5 years old	Replacement	63	Medium-9	

Standard III
C. Technology Resources [up to 7 pages]

1. Technology services, professional support, facilities, hardware, and software are appropriate and adequate to support the institution's management and operational functions, academic programs, teaching and learning, and support services.

POSSIBLE SOURCES OF EVIDENCE:
− Technology plans or program reviews that evaluate and plan for reliability, disaster recovery, privacy, and security;
− Technology inventories;
− Technology infrastructure blueprints;
− Disaster recovery procedure or plan;
− DE/CE technology plan;
    − College strategic planning goals
− And/or other documents that demonstrate the institution is aligned with this Standard.
REVIEW CRITERIA:
☐☐The institution ensures that its various types of technology needs are identified.
☐☐The institution regularly evaluates the effectiveness of its technology in meeting its range of needs.
☐☐There are provisions for reliability, disaster recovery, privacy, and security, whether technology is provided directly by the institution or through a contractual arrangement.
☐☐The institution makes decisions about use and distribution of its technology resources.
☐☐The technology infrastructure is sufficient to maintain and sustain traditional teaching and learning and DE/CE offerings.

Evidence of Meeting the Standard

Norco College provides technology and technology support to enhance and support teaching and learning experiences for students, faculty, administrators, and staff through a combination of services offered through RCCD and Norco College's Technology Support Services (TSS) (evidence: webpage screenshot), supported by the Norco College Technology Committee (NC-Website-TechnologyCommittee-20180719) through a process of shared governance.

Norco College identifies and measures its technology needs to support the College's operational and educational functions through program reviews, the Technology Strategic Plan, and the annual technology surveys. The College integrates technology and college planning through its strategic planning model (evidence: strategic planning model previous + new) and shared governance committees, which include the Technology Committee. To serve all areas of the College, the Technology Committee is comprised of all constituency groups, faculty, staff, students, and administrators (TC-MemberRolesResponsibilities, TC-

Commented [AK1]: Can we show this?

Commented [AK2]: For info. and possible language for this Standard, see item regarding distance education under compliance with federal regulations and Commission policies, p. 54 of ISER draft.

Commented [AK3]: To help guide revision—from ACCJC Guide, page 85.

Commented [AK4]: Will need to provide evidence from new SP
and
Will also want to provide info. on process up to the point of the new SP

membership). Two Technology Committee members are members on the District's Information Technology Strategy Council. ITSC prioritizes infrastructure technology needs and resources for the District. With input from the Technology Committee through its representatives, Norco College voices the technology support needed to assure reliable access, safety, and security. (RCCD Website ITSC).

As described in the Technology Principles and Guidelines, Norco College's program review process serves to identify various types of technology needs across campus, in every department, to support student learning and services as well as operational needs (TC-TechnologyPrinciplesGuidelines-2016). Technology requests from program reviews are submitted to the Technology Committee for recommendations/prioritization. As part of program review prioritization process, the requestor completes the Planning Council Program Review Requests for the Technology Committee, which provides data such as the asset tag number to determine age and lifecycle, programmatic needs questions, and total cost of ownership information. The Technology Committee evaluates requests for resource allocation based on the initial as well as the operating costs of a technology item, how well the item fits the needs of the unit and the College, how fully it meets industry standards, and how competitive it is in the educational marketplace. This is the technology Total Cost of Ownership model outlined in the Technology Principles and Guidelines, which is aligned to the College's mission and strategic plan (TC-TechnologyPrinciplesGuidelines-2016—highlight first 2 paragraphs under Technology Guidelines on p. 1).

> **Commented [AK5]:** Need document as evidence, including evidence of its use in program reviews

> **Commented [AK6]:** Will need to update with new mission and SP

In addition to program reviews, technology needs and resources are identified on the annual Technology Survey which is reviewed by the Technology Committee to base decision-making.

The 2013-16 Norco College Technology Strategic Plan (TechnologyStrategicPlan-20132016), 2017-2018 Addendum (AddendumTechnologyPlan-20172018), and 2019 Addendum II, approved by the Institutional Strategic Planning Council on November 30, 2018 (ISPC-Minutes-20181130—need to highlight Tech Plan addendum) describe how technology is integrated with College planning and decision-making in support of student learning and success.

The Technology Committee in collaboration with Technology Support Services maintains an inventory of all computer software and hardware in order to strategically plan for refresh/replacement of technology resources (TC Website Inventory 2018, TSS-ComputerLabClassroomInventory, TSSComputerRefresh). Technology Support Services (TSS) at Norco College provides professional support, hardware, and software across the campus and in support of remote operations off-campus. These include provision of and support for a variety of desktop and laptop computers, printers, mobile devices, wireless and wired network access, phone system, and multimedia services, including multiple visual displays on campus.

> **Commented [AK7]:** Evidence needed—website, perhaps

The management, maintenance, and operation of the College's technological infrastructure and equipment is primarily handled through the Riverside Community College District

(RCCD), Information Technology (IT) Department. IT is organized to support the development, improvement, and maintenance of IT systems including software applications, networks, and internet for Norco College. RCCD provides helpdesk services, a district-wide technology infrastructure, and supporting components to ensure a safe, reliable and accessible network at all RCCD campuses. The evaluation of services provided by RCCD is described in ...

> **Commented [AK8]:** Need evidence: District website?

> **Commented [dm9]:** Where do we describe how the district evaluates their tech services? Bakersfield included it in their report.

Professional support for technology needs is provided through a centralized "helpdesk" system at RCCD. This system is based on a dedicated email (helpdesk@rccd.edu) and response system that provides technical assistance through RCCD and/or Norco College TSS staff.

> **Commented [dm10]:** How do students access technology help?

Norco College provides technical support for faculty, staff, and administration through the college's Technology Support Services computer support staff and Instructional Media Center staff. As described on their webpages, they provide tutorials, technical assistance, installations, repairs, and maintenance of technology resources on campus (TSS-webpage-20190130, IMC-webpage-20190130).

> **Commented [dm11]:** For whom?

Consider including information from
- technology infrastructure blueprints (maybe);
- disaster recovery procedure or plan;
- DE/CE technology plan;

> **Commented [AK12]:** See District disaster recovery plan and procedure document now on NC Standard IIIC SharePoint site. Need to incorporate into text.

> **Commented [AK13]:** Does the District have this? →Kris will check with Michael Bobo re: DE technology plan.
> UPDATE (4/3/19): Per Michael Bobo—DE Plan being updated spring 2019. Info to come.

Software
Safety
Reliability
Privacy
Decision-Making

Analysis and Evaluation

The College provides adequate technology services, professional support, facilities, hardware, and software to support the institution's management and operational functions, academic programs, teaching and learning, and support services.

2. The institution continuously plans for, updates and replaces technology to ensure its technological infrastructure, quality and capacity are adequate to support its mission, operations, programs, and services.

POSSIBLE SOURCES OF EVIDENCE:
− Technology plans, short term and long range;
− Documentation of technology replacement, repair, or upgrade cycle;
− Employee and student survey instruments (with technology questions);
− Analysis of the results of such surveys;

− Examples of program reviews from other divisions, departments, or units that include technology resource requests;

− And/or other documents that demonstrate the institution is aligned with this Standard.

REVIEW CRITERIA:

☐☐The institution has established provisions to ensure a robust, current, and sustainable technical infrastructure is maintained that provides maximum reliability for students, staff, and faculty.

☐☐The institution bases its technology decisions on the results of evaluation of program and service needs.

☐☐Evaluations of technology and technology services include input from end users.

☐☐The institution has developed a process to prioritize needs when making decisions about technology purchases.

Commented [AK14]: Need this evidence

Commented [AK15]: Do we mention the new website as part of technology infrastructure?

Commented [AK16]: To guide revision—from ACCJC Guide, page 86.

Evidence of Meeting the Standard

Planning

The 2013-16 Norco College Technology Strategic Plan (TechnologyStrategicPlan-20132016), 2017-2018 Addendum (AddendumTechnologyPlan-20172018), and 2019 Addendum II, approved by the Institutional Strategic Planning Council on November 30, 2018 (ISPC-Minutes-20181130—need to highlight Tech Plan addendum) describe how technology is integrated with College planning and decision-making in support of student learning and success.

The Technology Committee reviews technology requests and recommends/prioritizes said requests to the college's Institutional Strategic Planning Council and then to the president who has made funding decisions based on these recommendations. This process was revised in the Joint Resource Allocation Prioritization Process approved by ISPC (ISPC Minutes 20171101). It is designed to facilitate sound resource allocation decisions and is evaluated annually by the Technology Committee. In fall 2017, the Technology Committee revised its rubric for evaluating technology requests continuing with the criteria of age and program needs but modifying questions and values of the rubric (TC Minutes 20171109). The Technology Principles and Guidelines document outlines a systematic plan for the replacement of technology and equipment (TC-TechnologyPrinciplesGuidelines-2016). Currently, Norco College has completed two phases of the plan. (TC Minutes)

Commented [AK17]: Need evidence

Norco College annually assesses technology resources on campus and user satisfaction by surveying faculty, staff, and students with the annual Technology Survey (link to Surveys on TC website) as part of the Technology Strategic Plan (Technology Strategic Plan Goal #7 page 20). In previous years, the data reflected the need for access to additional computers in the library and the Technology Committee put forth a recommendation for additional computers in the library for student access that was funded. Annual technology requests on program review are evaluated by the committee to prioritize.

Commented [AK18]: Need evidence: Where are these assessments?

Commented [AK19]: Need documentation

Technology needs and resources are identified on unit program reviews and on the annual Technology Survey which is reviewed by the Technology Committee to base decision-making. Technology Support Services maintains an inventory of all computer software and

4

hardware and provides it to the Technology Committee in order to strategically plan for refresh/replacement of technology resources in a staggered refresh plan (TC Website Inventory 2018) as outlined in the Technology Principles and Guidelines.

Two Technology Committee members are members on the District's Information Technology Strategy Council (ITSC) that prioritizes technology needs and resources for the District. With input from the Technology Committee through its representatives, Norco College voices the technology support needed to assure reliable access, safety, and security. (RCCD Website ITSC).

Program Review

Norco College identifies and measures its technology needs to support the College's operational and educational functions through program reviews, the Technology Strategic Plan, and the annual technology surveys. The College integrates technology and college planning through its strategic planning model (evidence: strategic planning model from new SP) and shared governance committees, which includes the Technology Committee (NC-Website-TechnologyCommittee-20180719).

> **Commented [AK20]:** Will need to provide evidence from new SP
>
> Will also want to provide info. on process up to the point of the new SP

> **Commented [dm21]:** These should be changed to participatory governance in the entire document.

As described in the Technology Principles and Guidelines, Norco College's program review process serves to identify various types of technology needs across campus, in every department, to support student learning and services as well as operational needs (TC-TechnologyPrinciplesGuidelines-2016). Technology requests from program reviews are submitted to the Technology Committee for recommendations/prioritization. As part of program review, the requestor completes the Planning Council Program Review Requests for the Technology Committee, which provides data such as the asset tag number to determine age and lifecycle, programmatic needs questions, and total cost of ownership information. The Technology Committee evaluates requests for resource allocation based on the initial as well as the operating costs of a technology item, how well the item fits the needs of the unit and the college, how fully it meets industry standards, and how competitive it is in the educational marketplace. This is the technology Total Cost of Ownership model outlined in the Technology Principles and Guidelines, which is aligned to the College's mission and strategic plan (TC-TechnologyPrinciplesGuidelines-2016—highlight first 2 paragraphs under Technology Guidelines on p. 1).

> **Commented [AK22]:** Need document as evidence, including evidence of its use in program reviews

> **Commented [AK23]:** Will need to update with new mission and SP

Norco College evaluates the effectiveness of its technology primarily from information provided on its annual Technology Survey which is conducted each spring. The survey provides an assessment of technology services and support for faculty (TC Technology Survey Faculty 2018), staff (TC Technology Survey Staff 2018), and students (TC Technology Survey Students 2018) and helps the Technology Committee determine hardware and software needs for the college. The results of the annual Technology Survey are evaluated by the Technology Committee and the data is used for decision-making and improvement of technology resources, services, and emerging technology for students, faculty, and staff in the program review prioritization process. The Technology Committee shares the results of the survey with the college's Institutional Strategic Planning Council as

> **Commented [MD24]:** Do we need surveys from other years?
> --Per meeting 3/26, yes. Three years' surveys are on Technology Committee website. Will include all three years.

> **Commented [AK25]:** Need evidence—possibly examples

part of its bi-annual report (ISPC Minutes 20181017) and with the college via the Technology Committee webpage (TC-webpage-20190130).

Analysis and Evaluation

Norco College follows processes stated in the Technology Principles and Guidelines to ensure ongoing maintenance and upgrading of an adequate technological infrastructure. A majority of students and employees who responded to the 2018 Technology Survey believe that the College replaces and maintains technological equipment to ensure that program/unit needs are met, and that the College ensures that any technology support it provides is designed to meet the needs of the learning, teaching, support services, and operational systems. The Annual Technology Survey and Annual Program Reviews provide the Technology Committee with a means to assess and identify the technology needs of the College. Norco College technology resource needs and evaluation are spearheaded by the Technology Committee which uses the Technology Strategic Plan as its guideline for improving technology at Norco College. Recent evaluation of the program review process for technology requests made an improvement in the process for the user and Technology Committee.

3. The institution assures that technology resources at all locations where it offers courses, programs, and services are implemented and maintained to assure reliable access, safety, and security.

POSSIBLE SOURCES OF EVIDENCE:
− Technology replacement, repair, or upgrade cycle that highlights "all locations";

− Technology replacement or repair log that highlights "all locations";

− Technology help request protocols, including access for employees at "all locations";

− And/or other documents that demonstrate the institution is aligned with this Standard
REVIEW CRITERIA:
☐☐The institution allocates resources for the management, maintenance, and operation of its technological infrastructure and equipment.
☐☐The college provides an appropriate system for reliability and emergency backup.

> **Commented [AK26]:** To guide revision—from ACCJC Guide, page 86.

Evidence of Meeting the Standard

> **Commented [AK27]:** Need evidence

The Technology Committee through its representation on the District's Information Strategic Planning Council relays the College's needs for infrastructure, maintenance, safety, and security for District IT operations (ITSC-webpage-20190130). The management, maintenance, and operation of the College's technological infrastructure and equipment is primarily handled through the District's central technology organization, Information Technology. IT is organized to support the development, improvement, and maintenance of IT systems including software applications, networks, and internet for Norco College. IT oversees security and safety of the technology infrastructure through monitoring, firewall, and security software on all computers.

> **Commented [AK28]:** Need evidence: District website?

Norco College provides technical support through the college's Technology Support Services computer support staff and Instructional Media Center staff. As described on their webpages, they provide tutorials, technical assistance, installations, repairs, and maintenance of technology resources on campus (TSS-webpage-20190130, IMC-webpage-20190130).

Need to address:
− Technology replacement, repair, or upgrade cycle that highlights "all locations";
− Technology replacement or repair log that highlights "all locations";
− Technology help request protocols, including access for employees at "all locations";

Accessibility
Support
Safety & Security

> **Commented [AK29]:** Missing info here

Analysis and Evaluation

Norco College collaborates and coordinates with District IT to monitor and address support for technological infrastructure and equipment at all locations where courses are offered. The evidence indicates that reliable access, safety, and security of the technological infrastructure and equipment at all locations are adequate.

> **Commented [AK30]:** More specific reference, please

4. The institution provides appropriate instruction and support for faculty, staff, students, and administrators, in the effective use of technology and technology systems related to its programs, services, and institutional operations.

POSSIBLE SOURCES OF EVIDENCE:

− Schedules of technology training for staff and faculty;

− Presentations or agenda from professional development opportunities on technology;

− Evaluations of training, and documentation of improvements to subsequent training for staff and faculty;

− Schedules of technology training for students;

− Curriculum for training students on technology use;

− Resources, such as manuals or online instructions, that support students, staff, and faculty in their use of technology;

− And/or other documents that demonstrate the institution is aligned with this Standard.

REVIEW CRITERIA:

☐☐The institution assesses the need for information technology training for students and personnel.

☐☐The institution allocates resources for information technology training for faculty, students, and staff.

☐☐The institution regularly evaluates the training and technical support it provides for faculty and staff to ensure these programs are appropriate and effective.

> **Commented [AK31]:** Can we provide evidence of these types?
> •Schedules of technology training for staff & faculty;
> •Presentations/agenda from professional development on technology;
> •Evaluations of training & documentation of improvements to subsequent training;
> •Schedules of technology training for students;
> •Curriculum for training students on technology use.

> **Commented [AK32]:** To guide revision—from ACCJC Guide, page 87.

Evidence of Meeting the Standard

Norco College offers technology training in both face-to-face and online of technology programs and systems for all faculty, staff, and students that are used in the classroom and in the office.

A major technology training resource available to faculty, staff, and students at Norco College is Lynda.com. The College purchased a Lynda.com campus subscription in 2014. Since then, usage has grown to over three thousand current student users representing 94% of active users on Lynda.com at Norco College. Employees continue to use Lynda.com for professional development to meet their needs for skills training. Seventy-five staff and 110 faculty are active users on Lynda.com. As of May 1, 2018, over 450 courses were viewed including Microsoft Office, Adobe Photoshop CC 2017/2018, SOLIDWORKS, Adobe After Effects, Photography, HTML, Animation, AutoCAD, Job Hunting Online, Setting Up Your Small Business as a Legal Entity, ProTools, and more. Based on data from the 2018 Annual Technology Survey, faculty, staff, and students expressed interest in tutorials on Adobe Creative Cloud (which includes software such as Illustrator, Photoshop, InDesign, DreamWeaver), Microsoft Office 365, computer programming, web development, AutoCAD, game development, music industry studies, and more. The Technology Committee conducts an annual Lynda User Satisfaction Survey and found in 2018 that year-over-year, the results have shown high satisfaction rates on the usefulness, convenience, and quality of the courses in lynda.com with over 80% of respondents selecting 4 or 5 on a five-point scale in each question. Additionally, comments described Lynda.com as "very helpful" and "vital to my life" (LyndaSurvey-2018).

Norco College also provides face-to-face technology training for faculty, staff, and students. Workshop topics are selected based on feedback from faculty, staff, and students in the Technology Survey. Technology training is feature of the bi-annual professional development workshops for staff. On August 2, 2018 over 30 staff participated in an Office 365 workshop at the Summer Staff Development Day and the same workshop was provided to faculty at the spring Flex Day on February 8, 2019 (StaffDev-sum18, Flex-Spr2019). Other trainings include the SharePoint Training held on March 2, 2018 for all employees. The Instructional Media Center offers hands-on technology training for faculty on audiovisual equipment in the classroom.

In the transition from the BlackBoard to the Canvas learning management system for distance education, Norco College began offering weekly face-to-face and virtual Canvas Workshop training sessions for faculty in fall 2017. These workshops, conducted by an instructional designer, are focused on the basics of Canvas's modules, pages, assignments, discussions, quizzes, gradebook, profiles, inbox messaging, and other important features. The trainings also offer an opportunity for participants to interact with a fully functional Canvas course shell, as well as opportunities to ask questions. In addition, open office hours, open lab time, and one-on-one training meetings are available weekly. In fall 2018, a three-hour faculty FLEX training was conducted to allow participants to earn a district Distance Education Certification in one session to teach online courses.

Analysis and Evaluation

Commented [AK33]: Need evidence

Commented [AK34]: Evidence needed

Commented [AK35]: Evidence, please

Commented [AK36]: Recommendation: Summarize this information and cite the report as evidence.

Commented [AK37]: Is this related to the new website?

Commented [AK38]: Need evidence:
- Workshop list/schedule
- Staff professional development technology training: schedule
- SharePoint trainings (all new Website trainings, too, perhaps)
- IMC training schedule

Commented [AK39]: Need evidence (from Sean Ulbert?) re: Canvas trainings, Flex, open labs

Records of employee use of Lynda.com and attendance at in-person training sessions show that employees are taking advantage of self-directed training. Based on the results of the Technology Survey, a majority of employees believe that the College provides sufficient training in the use of technology to effectively carry out work responsibilities, including supporting student learning.

5. The institution has policies and procedures that guide the appropriate use of technology in the teaching and learning processes.

POSSIBLE SOURCES OF EVIDENCE:
− Policies or procedures for acceptable use of technology;

− Publications containing acceptable use policies or guidelines, such as employee handbooks, student handbooks, etc.;

− Other forms of acceptable use guidelines, such as posters in computer labs;

− And/or other documents that demonstrate the institution is aligned with this Standard.

REVIEW CRITERIA:
☐☐The institution has established processes to make decisions about the appropriate use and distribution of its technology resources.
☐☐The institution publicizes these policies and processes.

> **Commented [AK40]:** Where might these be kept? Which parts are District functions?

> **Commented [AK41]:** To guide revision—from ACCJC Guide, page 87.

Evidence of Meeting the Standard

Local Policies and Procedures
The Student Handbook and the College Catalog identify conformity to the District's Computer and Network Use Policy (BP/AP 3720) as expectations of student conduct (Student Handbook—pp. 49-51,highlight on p. 51, Catalog-20182019—need pp. 25-26, highlight on p. 26). The Writing Lab, a supplement to composition classes at Norco College, requires students to read and sign an Acceptable Use Agreement each semester (WL-AccepUse).

Board Policy
RCCD Board Policy and Administrative Procedure 3720: Computer and Network Use outlines the use of technology in the teaching and learning processes (BP/AP-3720). In addition, in alignment with District Administrative Procedure 3725: Establishing and Maintaining Web Page Accessibility, Norco College follows Section 508 of the Americans with Disabilities Act (ADA) that determines technology practices for disability-related compliance for the website (RCCD AP 3725), as well as District Administrative Procedure 3445: Handling Accommodations for Persons with Disabilities for Non Classroom-Related Activities, for media, programs, and other technology resources (RCCD AP 3445). The Online Teaching Training Certification provides training to all online faculty in the appropriate use of technology.

> **Commented [AK42]:** BP/AP is referenced in these places. Is there anywhere the guidelines are spelled out?
>
> Also, does this requirement appear in faculty documents anywhere?

> **Commented [AK43]:** Check: Do other labs have agreements?

> **Commented [AK44]:** Need evidence

District: Please supply employee form that shows acceptable tech use language.

Analysis and Evaluation

The College follows District policies and procedures for the appropriate use of technology in the teaching and learning process. These policies are publicized in College documents available to faculty, staff, and students.

Conclusions on Standard III.C. Technology Resources

C. Technology Resources [up to 7 pages]

1. Technology services, professional support, facilities, hardware, and software are appropriate and adequate to support the institution's management and operational functions, academic programs, teaching and learning, and support services.

Evidence of Meeting the Standard

Norco College provides technology services, support, and resources to enhance and support teaching and learning for students, faculty, staff, and administrators through a combination of services offered through the College's Technology Support Services (TSS) and Instructional Media Center (evidence: webpage screenshots) and the Norco College Technology Committee (NC-Website-TechnologyCommittee-20180719), a governance committee. TSS collaborates with the Riverside Community College District (RCCD) Information Technology (IT) department to ensure a reliable technology infrastructure to support the College.

Norco College identifies and measures its technology needs to support the College's operational and educational functions through program reviews, the Technology Strategic Plan, and the annual technology surveys. The College integrates technology and college planning through its strategic planning model (evidence: strategic planning model current + new) and its governance committee, the Technology Committee. The Norco College Technology Committee, comprised of faculty, staff, students, and administrators (TC-MemberRolesResponsibilities, TC-membership), keeps abreast of technology needs and is responsible for providing technology plans, policies, and procedures as well as prioritizing allocation of resources (Technology Strategic Plan). Two Technology Committee members are members on the District's Information Technology Strategy Council (ITSC) that prioritizes technology needs and resources for the District (RCCD Website ITSC).

As described in the Technology Principles and Guidelines, Norco College's program review process serves to identify various types of technology needs across campus, in every department, to support student learning and services as well as operational needs (TC-TechnologyPrinciplesGuidelines-2016). Technology requests from program reviews are submitted to the Technology Committee for prioritization. As part of program review, the requestor completes the Planning Council Program Review Requests for Technology Committee, which provides data such as the asset tag number to determine age and lifecycle, programmatic needs questions, and total cost of ownership information (2018SSPC Program Review Requests for TC Review). The Technology Committee evaluates requests for resource allocation based on the initial as well as the operating costs of a technology item, how well the item fits the needs of the unit and the College, how fully it meets industry standards, and how competitive it is in the educational marketplace. This is the technology Total Cost of Ownership model outlined in the Technology Principles and Guidelines, which is aligned to the college's mission and strategic plan (TC-TechnologyPrinciplesGuidelines-2016).

The 2013-16 Norco College Technology Strategic Plan (TechnologyStrategicPlan-20132016), 2017-2018 Addendum (AddendumTechnologyPlan-20172018), and 2019 Addendum II, approved by the Institutional Strategic Planning Council on November 30, 2018 (ISPC-Minutes-20181130-TCAddendumII) describe how technology is integrated with college-wide planning and decision-making in support of student learning and success. The Technology Strategic Plan is a living document that is reviewed annually by the Technology Committee and updated accordingly (TechnologyStrategicPlan-2013-2016). The goals were reviewed in spring 2019 and include training and support, technology resources for students, staff, and faculty, and assessing the technology needs of the college (TC-Minutes-20190516).

ADD DE Technology Plan

Norco College evaluates the effectiveness of its technology primarily from information provided on its annual Technology Survey which is conducted each spring. The survey provides an assessment of technology services and support for faculty (TC Technology Survey Faculty 2018), staff (TC Technology Survey Staff 2018), and students (TC Technology Survey 2018) and helps the Technology Committee determine the needs of the college in terms of hardware and software. The results of the annual Technology Survey are evaluated by the Technology Committee and the data is used for decision-making and improvement of technology resources, services, and emerging technology for students, faculty, and staff in the program review process. An example of this is the need for additional technical support based on input from the Technology Survey (Technology Survey Question #11 & #12, TC Minutes 20171213) and the part-time computer support position in TSS was converted to full time in spring 2018 to provide additional support for the college.

Analysis and Evaluation

The College provides adequate technology services, professional support, facilities, hardware, and software to support the institution's academic programs, teaching and learning, support services, and operational functions.

2. The institution continuously plans for, updates and replaces technology to ensure its technological infrastructure, quality and capacity are adequate to support its mission, operations, programs, and services.

Evidence of Meeting the Standard

Norco College systematically plans, acquires, maintains, and upgrades or replaces technology infrastructure and equipment to meet the needs of the College and support its mission, operations, programs, and services (TC-TechnologyStrategicPlan20132016–pg 19).

As outlined in the Technology Principles and Guidelines, the College plans for the

replacement or upgrade of equipment with a refresh plan that calls for a staggered replacement of the computer inventory across the campus including classrooms as well as classroom multimedia upgrades (TC-TechnologyPrinciplesGuidelines-2016). The Technology Committee in collaboration with Technology Support Services maintains an inventory of all computer software and hardware in order to strategically plan for refresh/replacement of technology resources (TC Website Inventory 2018). Norco College completed two phases of the plan (TC Minutes) and conducted an updated inventory of all computer hardware (TC Website Inventory 2019) in order to update the refresh plan cycle for phase three (TC Minutes 20190418). The refresh plan phases are placed on the Technology Support Services program review for resource prioritization annually (ISPC Minutes 20180221).

Technology needs and resources are identified on unit program reviews and on the annual Technology Survey which is reviewed by the Technology Committee to base decision-making. The Technology Committee reviews technology requests from across campus and recommends/prioritizes said requests to the college's Institutional Strategic Planning Council and then to the President who has made funding decisions based on these recommendations (TechnologyGuidingPrinciples2016). This process was revised in the Joint Resource Allocation Prioritization Process approved by ISPC (ISPC Minutes 20171101). It is designed to facilitate sound resource allocation decisions and is evaluated annually by the Technology Committee. In fall 2017, the Technology Committee revised its rubric for evaluating technology requests continuing with the criteria of age and program needs but modifying questions and values of the rubric (TC Minutes 20171109).

Norco College annually assesses technology resources on campus and user satisfaction by surveying faculty, staff, and students with the annual Technology Survey (link to surveys on TC website) as part of the Technology Strategic Plan (Technology Strategic Plan Goal #7 page 20). In spring 2017, the data reflected the need to upgrade the computers in the library and in fall 2017 the Technology Committee put forth a recommendation to upgrade 50 computers in the library for student access that was funded (TC Minutes 20171213, TC Minutes 20180419).

Based on the results of the 2018 Technology Survey, a majority of students and employees believe that the College replaces and maintains technological equipment to ensure that program/unit needs are met, and that the College ensures that any technology support it provides is designed to meet the needs of the learning, teaching, support services, and operational systems. The Annual Technology Survey and Annual Program Reviews provide the Technology Committee with a means to assess and identify the technology needs of the college (TC Minutes 20180921). Norco College technology resource needs and evaluation are spearheaded by the Technology Committee which uses the Technology Strategic Plan as its guideline for improving technology at Norco College.

The Technology Committee shares the results of the survey with the college's Institutional Strategic Planning Council as part of its bi-annual report (ISPC Minutes 20181017) and with the college via the Technology Committee webpage (TC-webpage-20190130).

<u>Analysis and Evaluation</u>

Norco College follows processes stated in the Technology Principles and Guidelines to ensure replacement and upgrading of an adequate technological infrastructure to support the college's mission, operations, programs, and services.

3. The institution assures that technology resources at all locations where it offers courses, programs, and services are implemented and maintained to assure reliable access, safety, and security.

<u>Evidence of Meeting the Standard</u>

Norco College's Technology Support Services (TSS) collaborates with the IT department at RCCD to ensure a reliable, safe, and secure technology infrastructure to enhance and support courses, programs, and services. The Technology Committee through its representation on the District's Information Strategic Planning Council relays the college's needs for infrastructure, maintenance, safety, and security for District IT operations (RCCD Website ITSC).

Norco College provides technical support for faculty, staff, and administration through the college's Technology Support Services computer support staff and Instructional Media Center staff. As described on their webpages, these departments provide tutorials, technical assistance, installations, repairs, and maintenance of technology hardware and software on campus and in support of remote operations off-campus (TSS-webpage-20190130), IMC-webpage-20190130). These include provision of and support for a variety of desktop and laptop computers, printers, tablets, and multimedia services, including multiple visual displays on campus.

The management, maintenance, and operation of the College's technological infrastructure and equipment is primarily handled through the Riverside Community College District (RCCD) Information Technology (IT) department. IT is organized to support the development, improvement, and maintenance of IT systems including software applications, networks, and internet for Norco College (RCCD IT webpage screenshot). IT oversees security and safety of the district-wide technology infrastructure and supporting components through monitoring, firewall, and security software on all computers to ensure a safe, reliable, and accessible network at all colleges within RCCD.

TSS and IT collaborate with Help Desk Services offered at the District working with TSS to complete technology repair requests and troubleshooting services.

<u>Analysis and Evaluation</u>

Norco College continuously collaborates and coordinates with District IT to monitor and address support for a reliable access, safety, and security of the technological infrastructure and equipment at all locations where courses are offered.

4. The institution provides appropriate instruction and support for faculty, staff, students, and administrators, in the effective use of technology and technology systems related to its programs, services, and institutional operations.

<u>Evidence of Meeting the Standard</u>

Norco College surveys the college community to determine their training needs and offers technology training in both face-to-face and online of technology programs and systems for all faculty, staff, and students that are used in the classroom and in the office (TC Surveys Question 14).

Norco College purchased a lyndaCampus subscription in 2014. Since then, usage by students has grown to over three thousand current student users with 75 staff and 110 faculty using Lynda.com for professional development to meet their needs for skills training. As of May 1, 2018, over 450 courses were viewed such as Microsoft Office, Adobe Photoshop, Adobe After Effects, ProTools, and more (Lynda Recommendation 2018).

The Technology Committee conducts an annual Lynda User Satisfaction Survey and found in 2018 that year over year, the results have shown high satisfaction rates on the usefulness, convenience, and quality of the courses in lynda.com with over 80% of respondents selecting 4 or 5 on a five-point scale in each question (Lynda Satisfaction Survey 2018).

Norco College provides face-to-face technology training with the workshop topics based on feedback from faculty, staff, and students in the Technology Survey (Technology Survey Question 14). Technology training is feature of the bi-annual professional development workshops for staff. On August 2, 2018 over 30 staff participated in an Office 365 workshop at the Summer Staff Development Day and the same workshop was provided to faculty at the spring Flex Day on February 8, 2019 (Flex-Spr2019, StaffDev-sum18). The Instructional Media Center offers hands-on technology training for faculty on audiovisual equipment in the classroom (IMC website).

In the transition from Blackboard to the Canvas learning management system for distance education, Norco College began offering weekly face-to-face and virtual Canvas Workshop training sessions for faculty in Fall 2017. These workshops focused on the basics of Canvas's modules, pages, assignments, discussions, quizzes, gradebook, profiles, inbox messaging, and other important features. In addition, open office hours, open lab time, and one-on-one training meetings are available weekly (Email Schedule). In fall 2018, a three-hour faculty FLEX training was conducted to allow participants to earn a district Distance Education Certification in one session to teach online courses (Flex Spring Schedule).

Based on the results of the Technology Survey, employees received training in the use of

technology and technology systems to effectively carry out work responsibilities, including supporting student learning (Staff and Faculty Technology Survey Question 14). Feedback from the Flex Day Training showed faculty felt the training in Office 365 was useful and would like additional workshops (Flex Day Survey).

<u>Analysis and Evaluation</u>

Records of employee use of Lynda.com and attendance at in-person training sessions show that employees are taking advantage of technology training opportunities at Norco College.

5. The institution has policies and procedures that guide the appropriate use of technology in the teaching and learning processes.

<u>Evidence of Meeting the Standard</u>

The Student Handbook and the College Catalog identify conformity to the District's Computer and Network Use Policy (BP/AP 3720) as expectations of student conduct (Student Handbook—pp. 49-51,highlight on p. 51, Catalog-20182019—need pp. 25-26, highlight on p. 26). The Writing Lab, a supplement to composition classes at Norco College, requires students to read and sign an Acceptable Use Agreement each semester (WL-AccepUse).

RCCD Board Policy and Administrative Procedure 3720: Computer and Network Use outlines the use of technology in the teaching and learning processes (BP/AP-3720). In addition, in alignment with District Administrative Procedure 3725: Establishing and Maintaining Web Page Accessibility, Norco College follows Section 508 of the Americans with Disabilities Act (ADA) that determines technology practices for disability-related compliance for the website (RCCD BP 3725), as well as District Administrative Procedure 3445: Handling Accommodations for Persons with Disabilities for Non Classroom-Related Activities, for media, programs, and other technology resources (RCCD AP 3445). The Online Teaching Training Certification provides training to all online faculty in the appropriate use of technology (RCCD DE Website).

<u>Analysis and Evaluation</u>

The College follows District policies and procedures for the appropriate use of technology in the teaching and learning process. These policies are publicized in College documents available to faculty, staff, and students.

Conclusions on Standard III.C. Technology Resources

[insert response]

Improvement Plan(s)

> **Commented [AK1]:** BP/AP is referenced in these places. Is there anywhere the guidelines are spelled out?
>
> Also, does this requirement appear in faculty documents anywhere?

[insert response if applicable]