

MINUTES, 10/18/18: TECHNOLOGY COMMITTEE

MEMBERS PRESENT: Alice Ho, Vanessa Engstrom, Jeremy Collins, Alfonso Oropeza, Scott James, Sergio Rodriguez, Katherine Gutierrez, Veselka Danova, DeAnna Martin, Daniel Oase

MEMBERS ABSENT: Kathy Moore

MISSION
The Technology Committee promotes the use of technology to increase efficiency of college operations and to support teaching and enhance student learning.

AGENDA ITEM	DISCUSSION	ACTION
Welcome and Introductions (Scott/Sergio)	Faculty Excellence Awards was the reasoning for moving the meeting up.	
Approval of Minutes (Sergio/Sergio)	Correction: Alice is not the rep for PIE.	Scott will make change Moved: Vanessa Second: Sergio Abstentions:None
Review and Revise: Governance Structure, Mission, Responsibilities, Membership (Scott)	Suggestions <ul style="list-style-type: none"> - Working toward equity and student success - Plan and promote technology - Update responsibilities <ul style="list-style-type: none"> - Promote in #2 position - We do not assess competencies - Add a sentence to reflect it is a living document - Last bullet added by Scott - Committee maintains and collaborates 	<ul style="list-style-type: none"> - Committee ok with Scott striking promote - Remove competencies - Committee ok with adding a 1st sentence regarding the document being a living document” - Committee likes maintaining and collaborating Scott will make changes Moved: Vanessa Second: Jeremy Abstentions/Objections: 0
Student Help Desk/IQ Bar – Brief Update	Sergio/Alfonso have been weighing pros and cons with student placement <ul style="list-style-type: none"> - A lot cons - Want to hire instead of placing - Cost of 19 hrs - \$20,000 - A lot of opportunities to make a plan <ul style="list-style-type: none"> - possibility of a sub committee to discuss overview, tasks, infrastructure, cost, and funding sources 	<ul style="list-style-type: none"> - Kat, Jeremy, and Alfonso sub committee.
Resource Request Ranking Procedure (Sergio/Scott)	<ul style="list-style-type: none"> - Merge from divisions - Request Resources form deadline has past or 	<ul style="list-style-type: none"> - Scott will bring up to PIE to add to form that quotes need to come from Alfonso

	<p>should be past</p> <ul style="list-style-type: none"> - Rank by division - What if there is a tie? <ul style="list-style-type: none"> - how many years has the division been requesting? - Typically receive about 20 requests - Value judgements need to be made - All requests need to go through the Dean first. - Consistency in process <ul style="list-style-type: none"> - format - incomplete - Can we use decimals to break ties - Quotes attached <ul style="list-style-type: none"> - Alfonso adds padding to quotes, as they could be different the next year. 	<ul style="list-style-type: none"> - We will not accept the form in any different format - Scott will speak with Aaron to find out if he looks closely at form to see if it is the correct form and format.
Newsletter (Alice)	<ul style="list-style-type: none"> - Published - Report ran showing 156 unique page views 	
Library stations printing issue status	<ul style="list-style-type: none"> - Printing problems (mostly on 1st floor) - HP printer driver was misbehaving - 10/17/18 issue resolved with alternative driver - Visiting printers individually as they come up 	
Reports: <ul style="list-style-type: none"> a. ASG Report b. PIE Update c. Distance Education Report d. ITS Standard Report e. TAG Report f. Website Committee Report 	ASG (vacant) – PIE – Did not meet Distance Education (Scott) – info coming soon ITS (Alfonso) - TAG (Sergio) –	Skipped due to time.

	Website (Alice) –	
	Next meeting Meeting Adjourned at 1:27pm	