

**MINUTES, September 12, 2013: TECHNOLOGY COMMITTEE**

| AGENDA ITEM   | DISCUSSION   | ACTION   |
|---|--|--|
| Members Present: Curt Childress; Corine Doughty; Alice Ho; Scott James; Stew Myers; Lana Wong; Vanessa Jones; Mike Parrella; Aracely Mora<br>Members Absent: John Smith; Sergio Rodriguez; Jolene Shields; ASG representative<br>Guests Present: Kari Irwin; Sylvia LeTourneau; Phil Lyle |  |  |
| Minutes: May 9, 2013 Meetings   | <ul style="list-style-type: none"> <li>Several minor changes</li> </ul>  | Approved with changes  |
| Business <ul style="list-style-type: none"> <li>Co-Chairs</li> <li>Minute Taker</li> <li>Newsletter Editor</li> <li>Tech Comm Webpages</li> <li>Newsletter</li> <li>Mapping</li> </ul>  | <ul style="list-style-type: none"> <li>Lana offered her service as co-chair for another year. Corine was voted to co-chair the committee.</li> <li>Lana suggested Curt to perform this duty</li> <li>Lana asked Alice if she would continue to perform this duty</li> <li>Lana showed the committee the Technology Web pages identifying the agendas, minutes, and Technology Plan. Lana explained her and Alice have been working on uploading older documents with more to be completed</li> <li>Articles are required not necessary from committee members with recommending they be submitted to Alice by middle of October with Kari offered to write about Lynda.com, Curt regarding Web redesign, Scott has several articles, Corine regarding @One, Alice &amp; Lana on Library, Phil about the Out-of-Office feature within Outlook.</li> <li>Aracely explained the relationship of this committee to the Budget and EMPC committees as it relates to the new PIE committee.</li> <li>It was recommend a subgroup to be formed to make recommendations on the 2013/14 committee activities and how we will work with PIE to affect</li> </ul> | <ul style="list-style-type: none"> <li>Lana was voted to co-chair the committee</li> <li>No objections</li> <li>No objections</li> <li>No action required</li> <li>Tentative publish date of November 1</li> <li>No action required</li> </ul> |

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| <ul style="list-style-type: none"> <li>• Committee Goals</li> </ul>                                | <p>budget and planning process. Volunteers to server were Kari, Lana, Curt, Scott and Vanessa.</p> <ul style="list-style-type: none"> <li>• Lana suggested each member review the recommendations</li> </ul>   | <ul style="list-style-type: none"> <li>• No action required</li> </ul> |
| <p>Website Committee</p>   | <ul style="list-style-type: none"> <li>• Curt reported on the Web committee which met last week and reviewed the reviewed progress. Public Affairs and Research will be conducting 4or 5 student focus groups this next week and to have their findings in middle of October. Two important dates for faculty and staff to participant in the web redesign are:</li> <li>• November 7 where one design will be selected of the three being presented</li> <li>• December 7 will be a joint meeting of Technology &amp; Web Committees to see the prototype of the new web site.</li> </ul> | <ul style="list-style-type: none"> <li>• No action required</li> </ul> |
| <p>Website Redesign Team</p>   | <ul style="list-style-type: none"> <li>• Curt reported on the Web Redesign team progress as Jim Gaston from South Orange CCD shared with the team their methodology.</li> </ul>  | <ul style="list-style-type: none"> <li>• No action required</li> </ul> |
| <p>ASG Report</p>  | <ul style="list-style-type: none"> <li>• No report</li> </ul>  |  |
| <p>TAG Report</p>  | <ul style="list-style-type: none"> <li>• No report – next meeting October 3, 2013 at District Office</li> </ul>  |  |
| <p>SCC IT Standing Report</p>  | <ul style="list-style-type: none"> <li>• No report</li> </ul>  |  |
| <p>Other</p>   |  |  |
| <p>Meeting adjourned at 2:30 pm // <b>NEXT MEETING:</b> October 10, 2013 at 1:00 p.m. in L-115</p> |  |  |

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