

**Technology Committee**  
**Meeting Summary**  
**Thursday, March 24, 2011, 1:30-3:00 PM, 15-155**

**Committee Membership:**

*Kevin Henson, Chair*  
*Brittany Arthur (Student)*

**Guests Present:**

*Jennifer Hughes*  
*Terry Brown (Bus)*

- **Review of Day's Agenda**
- **Agenda Items**
  - Renewing committee membership: loss of members to resignations and budget reductions.
  - Review of laptop battery and laptop computer replacement process (Ad hoc discussion with cabinet 2/16/2011).
  - Review of College progress on Goal #1 (develop stable, long-term plan... for renewing and upgrading technology resources): technology replacement budget reserve (Discussed at IPC on 2/4/2011).
  - Update on probable college purchase of Scantron machine and software to process student evaluation and assist in assessing course, program, and institutional Student Learning Outcomes (SLOs). Original Meeting with Scantron Rep: 1/31/11.
  - Revisit suggested guidelines/standards for computer and peripheral assignments for full-time and adjunct faculty (In context of ongoing budget difficulties).
  - Renewal cycles for CSM technology (In context of ongoing budget difficulties).
  - District/college technology inventories (Assess progress).
  - Assessment of progress on all technology plan goals and objectives (In context of ongoing budget difficulties—i.e., a number of worthwhile projects proposed by the committee were not funded).
  - Committee Accreditation Assignment: identifying sources of evidence for upcoming college-wide accreditation self evaluation.

- **Discussion Points**

- We will ask Diana Bennett and Jennifer Hughes to refresh our committee membership since we have lost members since the Fall. Welcome to new student member.
- *The committee revisited the suggested guidelines/standards for computer and peripheral assignments for full-time and adjunct faculty. We understand that the District has discontinued the purchase of Netbooks (the less expensive alternative we recommended for adjunct faculty), but has replaced it with a slightly more expensive but hardier machine. We need more details from Brad Witham with District IT. In general, however, the committee reaffirmed its recommendation to provide full-time faculty with one laptop computer and printing support. In general, the committee also reaffirmed its recommendation to provide adjunct faculty with a less expensive laptop. (We recognize that some adjunct faculty may need higher end laptops because of their discipline's computing power needs (e.g., computer science)). The committee, however, did entertain the possibility that the college, depending on resources, may need to go a tiered computer assigning approach. For example, adjunct teaching only one course at CSM may need to borrow circulating laptops for use in the SMART classrooms for the day only. We are not at that point.*
- *The committee was apprised of the laptop battery and laptop computer replacement process adopted by the college. Faculty/Staff experiencing either a dead battery or laptop will place a request to IT for assessment through the portal page. If it is determined that a new battery or laptop is needed, the purchase will be approved out of emergency set aside funds.*
- *The committee was apprised of the college's progress on Goal #1. The college has set aside \$400,000 to cover technology replacement as needed. Unfortunately, we are not in a position to fund the recommended replacement cycle on all technology at this time. The college (and District) are looking to the possibility of creating a "sinking fund" from a potential third bond measure. Renewal cycles will need to be stretched and resources managed in a hand-me-down fashion where possible to still meet program needs.*
- *The committee discussed the college purchase of a Scantron machine and software to process student evaluations and assist in assessing course, program, and institutional Student Learning Outcomes.*
- *The committee reviewed the Technology Plan Goals*
- *The committee examined the accreditation assignment (e.g., identifying sources of evidence for the college-wide self evaluation*

with regard to technological resources). We discussed the possibility of reformatting the document into a grid and fill-in-the-blank structure for posting to the committee's SharePoint site and collaborative work in filling it out.

- **Items for Further Discussion**

- Progress on District/College technology inventories needs to be addressed with the full membership.
- Printing services for students needs to be addressed at a future meeting (Perhaps printing options for students will be bundled into the new Learning Resource Center).