

**Technology Committee
Meeting Summary
Fri May 15, 2:30-4pm, 16-140**

Members Present:

Michelle Allaniz
Michelle M Brown
Lorrita Ford
Kevin Henson, Chair
Robert Schwartz

Guests Present:

Susan Estes
Milla McConnell-Tuite
John Sewart
Jennifer Hughes

Action on Agenda: *Changing chairperson from Robert to Kevin.*

Action on Meeting Summary:

Issues Discussed:

• *Chairperson - Robert stepped down and Kevin became Chair of Tech Comm. Discussed handouts from Milla and PRIE office: overview of PRIE, flowchart, and key concepts.*

- Milla: PRIE was put together in response to accreditation committee recommendations.
- Our committee must link evidence to decisions about technology needs, as part of an integrative effort with other committees.
- All committees have a page on the PRIE website with templates for summaries and activities. So, our minutes must go to PRIE and not just sharepoint (I may need to learn Omni Update-mb).
- Try not to be exclusively reactive to the current budget climate, but look into future.
- Our Tech plan will go to IPC, then College Council.

- John S: PRIE can help with research - creating surveys with data we can use.
- We need an environmental scan to develop our baseline data.

- We must be able to measure and assess progress toward committee goals.
- First issue will be coming up with an inventory of current technology use on campus - more than just computers. That inventory is needed to identify the "total cost of ownership" for technology.

- Lorrita reminded the group that we found some technology surveys online that other schools used to assess their technology uses.
- Pointed out the need for a classified person on committee.
- May need a much shorter cycle than the 6 years proposed for other committees.
- We may need to develop a stronger relationship with District ITS.

- Jennifer Hughes: Discussion of IPC structure, explained College Council as recommending body.
- IPC is composed of committee chairs and includes chairs from Academic Senate, COI, SLOs, and Library.
- IPC structure facilitates integration and interconnectedness among committees.
- Must be good flow of communication from Tech Committee to the IPC.
- Yes, our commendations must be provided to budget committee in a timely manner.
- Committee chairs are expected to be in contact with one another outside of committee meetings.

- Kevin: We will need to interface with budget committee. We're really relying on IPC to help coordinate.
- Entire buildings full of technology are likely to need replacement for everything in that building at the same time. This will affect the replacement cycle and must be built into budget.
- Must complete a baseline survey.
- Committee is concerned about trying to drive a process that also belongs to the District, so we do not have authority to drive it.

- We must address "total cost of ownership" and recommendations for faculty training before Fall 2010, when Susan must report on it.
- Deadline: May 2010. - we need to know our needs and sustainability.
- Our work is important and will be incorporated into the next iteration of the EMP.

NOTE: Any committee member who is able to work on committee work this summer may be eligible for a small stipend. Let Kevin know if you are interested.

Actions Items:

Discussion	Action	Person(s) Responsible	Timeline
ITS. Does ITS have a technology inventory for CSM? If not, we need to produce one.	Kevin touch base with Brad Witham.	Kevin	[dates]
Identify classified person for committee	Recruit classified person	?	
Environmental scan	Need to create survey to determine technology uses and needs - for faculty and students	?	
Summer meeting	Schedule summer meeting(s)	?	

Agenda for Next Meeting: *Inventory and environmental scan.*

Next Meeting: *TBD*

Summary Prepared by: *Michelle M. Brown, May 19, 2009.*