

**Technology Committee  
Meeting Summary  
Thurs April 1, 1:30-3:00pm, 15-155**

**Members Present:**

Michelle Allaniz  
Michelle M Brown  
Lorrita Ford  
Kevin Henson, Chair  
Rene Renard  
Chandra Vanajakshi

**Guests Present:**

Diana Bennett  
Susan Estes  
Jennifer Hughes  
Milla McConnell-Tuite

**Review of Day's Agenda**

**Agenda Items**

- Review and feedback on Technology Plan draft submitted in November 9, 2009
- Work Plan for revision and resubmission of Technology Plan by April 16, 2010
- Progress report on technology plan goal steps (Web 2.0 workshops, etc.)
- Discussion of best strategies to construct complete technology inventories and replacement cycles beyond PCs and Smart Classrooms.

**Discussion Points**

- IPC Feedback with revisions due April 16
- Jennifer offered praise for all the hard work the committee did back in October 2009 for the Nov 9 deadline
- In the planning narrative, we must connect each of our planning assumptions to evidence
- Weave the ITS doc on Equipment Replacement and report into the narrative
- The Tech Committee plan must be integrated into program review in order to have a starting point for total cost of ownership in each department. This would require a technology inventory from each program. It will be a big task the first

time it's required for program review, but then would only need updated as inventories change. Programs must be instructed to look deeper than just computers, so they are also counting expendables - such as speciality light bulbs that need regular replacement.

- Collecting such data may be made easier with CurricuNet
- Revise the mission statement to remove reference to CTL
- In Tech Comm Plan not all goals have a CSM goal or priority connected to it. Objectives need to connect back to goals and priorities.
- Confusion over tech work plan or college-wide plan.
- Tech Comm plan has not yet been implemented, our timelines were not realistic or scheduled far enough out

**Items for further discussion:**

- To begin building a technology inventory, we could try surveying the deans (who will likely delegate it to the departments)
- Integrate tech inventory into Program Review and identify process for collecting the data (will someone have to look at every single program review to get this data?). Research whether or not CurricuNet offers ability to capture specific data like this.

**•ACTION:**

- Revise planning narrative by supporting assumptions with evidence and weaving in the ITS report, due April 16 - KEVIN

**Agenda for Next Meeting:**

See items for further discussion

**Next Meeting:**

not yet scheduled

**Summary Prepared by:** *Michelle M. Brown, April 11, 2010*