

Norco College
 Technology Committee Meeting
 12:50pm-1:50 p.m.
 IT 218
 September 1, 2019

MINUTES

Present	Absent
Ruth Leal (Co-Chair)	Janet Frewing (Math)
Cathy Brotherton (CIS/BEIT)	Mike Angeles (TSS)
Rudy Castellano (ASNC)	Vanessa Acosta (A&R)
Damon Nance (Library)	James Finley (BEIT)
Mitzi Sloniger (COMM)	Guest
Suzie Schepke (STEM)	Farshid Mirzaei (BEIT)
Lenny Riley (DOI)	Jason Caceres (TSS)
Jalen Madrid (ASNC)	Daniel Lambros (IMC)
Araceli Covarrubias (AHWL)	Ricardo Aguilera (TSS)
	Vincent Azada (ASNC)

1. Call to Order 12:50 p.m.
2. Consent Calendar- Ruth Leal
 - a. May 16, 2019 Minutes conducted via video Motion by Brotherton/Angeles seconded. Approved. 4 abstentions. The committee discussed the process of e-voting for all minutes to save time at the meeting. Consensus to give this process a try.
3. Technology Plan – Ruth
 - a. Subcommittees Report - Ms. Leal provided an update regarding the subcommittees.
 - i. Goal #1 –Lynda.com has now become LinkedIn Learning. The committee discussed the need for new promotional items and marketing materials to help spread the word. Dan Lambros reported that the platform, user name, and passwords still work and that users were informed via email and on the site when they login.
 - ii. Goal #6 – The committee discussed the need and timeline for a master software list. Lenny Riley as the Instructional Technology Specialist handles software for Norco College and maintains a list. He will provide it to the Technology Committee. The committee also discussed how the inventory list will be updated and when as well as how often the committee will receive an updated inventory list in order to keep the Refresh Plan Phases up to date. Jason Caceres from TSS will be continually updating the inventory list and plans to provide it to the committee at least once per semester.

- b. Technology Principles & Guidelines The committee discussed the need to review and update the Technology Principles and Guidelines for inclusion in the Technology Strategic Plan. It is the core document used for technology planning purposes and describes technology resource allocation and prioritization. The committee will review and bring back any feedback to the next meeting.
- c. Technology Annual Survey The committee reviewed the 2019 Technology Survey: Students. Several areas were noted
 - i. How does this item address the department's mission and goals? Mission Critical/Stude

now have free zoom pro accounts. 2 labs have been refreshed: ATEC 118 and STEM 115. In process of imaging current podium computers. An updated inventory is in progress. Ricardo Aguilera is the liaison to ITSC and he reported that Office 2019 license will be per user for faculty and staff. District is looking for a new ERP vendor. Galaxy is transitioning to web based.

6. Open Forum

Adjourned: 1:50 p.m.

Next meeting will be October 17, 2019 in IT218