NORCO

Members Present: Ruth Leal (Co-Chair), Lenny Riley, Meghan Chandler, David Schlanger (chair), Mike Angeles, Farshid Mirzaei, Alex Zuniga, James Finley,

Members Absent: Dustin Duke (ASNC), Janet Frewing, Mitzi Sloniger, Damon Nance,

Guests: Ricardo Aguilera, Dan Lambros, Jason Caceres, Teresa Friedrich

1. Consent Calendar

   a. November 3, 2022 Minutes. Farshid Mirzaei motioned/Alex Zuniga seconded. Approved by consensus.

2. Technology Plan – Ruth Leal and David Schlanger

   a. 2019-2025 Technology Plan and Goals Report

      i. 2022 Technology Prioritization Lists were approved via e-vote on December 2, 2022. Farshid Mirzaei and seconded by Dustin Duke. Approved with one abstention. The lists were submitted to the College Council and accepted on December 8, 2022. The lists were forwarded to the President's Office.

      ii. Equipment Refresh Plan – Propose to include student computers in student serving areas in computer lab inventory and include in refresh cycle. Examples of these areas are in Counseling, DRC, Umoja, ASNC, and possibly the Engagement Center (laptops). Currently, it is up to the department's budget to refresh these computers that are solely used for students and should not be part of the office inventory. In many cases, it is an issue of access and for DRC, compliance for accessibility. Discussion brought forward to draft a written recommendation for the committee's consideration on the next agenda.

      iii. Technology training – Lenny held a technology workshop for classified professionals at Professional Development Day for CPROS on January 27, 2023. Based on the survey results, the workshop topic was Adobe Sign. It was interactive and received very positive feedback. Discussion on how/when to provide a technology training for faculty. Suggestions were to connect with FPDC, office hours as flex, brown bag, One Drive training for users, and drop in Q&A once a week for an hour.

b. Technology Budget Priorities for 2023-24

   i. Time to update the priorities. The committee reviewed previous priorities and see what has been accomplished, what is still needed, and what are upcoming needs. As part of this review, the conversation included to add any data from the Technology Survey to support it.

c. Review Technology Survey Draft

   i. Review surveys to update questions. Discuss and agreed launch date of possibly April 18, 2023. Update Q9 on faculty survey. Remove Q10 & Q11. Add hotspot to Q16. Alter question on district provided computer to include laptop/docking station. Q21 add wording to include flex. Remove website questions on all surveys for this year.

d. Survey of Effectiveness

   i. Committee members will be sent the link for the survey of effectiveness. Members asked to take the survey as it will be agendized for the next meeting to discuss.

3. Technology Report

   a. Software & Website – Leonard Riley. Lenny provided a website update on the new website that is being designed by an outside company. Design team is working on the templates and will be presenting them within the next couple of weeks. Lenny is hoping to share templates at the next meeting. Concur recently updated the approval workflows.

   b. TSS & IMC Update – Michael Angeles/Dan Lambros. No report from TSS. Theater 101 is getting an update on A/V.

4. ITSC Update – Ricardo Aguilera. No report.

5. Open Forum

Next meeting will be on April 20, 2023