Rancho Santiago Community College District

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Technology Advisory Group

Meeting of: Thursday, October 6, 2011 – 2:30 p.m.
Orange Education Center, Room 146

Meeting Minutes for October 6, 2011

Members Present: Curtis Childress, Raymond Hicks, Dean Hopkins, Scott James, Cherylee Kushida, Sylvia LeTourneau, Joe Pacino, Narges Rabii, Sergio Sotelo, George Sweeney, Jose Vargas, John Weispfenning

Members Absent: Becky Miller, Aracely Mora, Nicholas Quach, Linda Rose, Randy Scott, Cynthia Swift

Guests Present: Laura Bennett, Tammy Cottrell, Allen Dooley, Sergio Rodriguez, Sarah Santoya, Roy Shahbazian

Approval of Minutes from September 1, 2011 Meeting
The minutes from the September 1, 2011 TAG meeting were approved unanimously.

Discussion

- Review Membership
  - It was reported that originally the TAG membership was to be five representatives each from SAC, SCC, and the District Office. It was not clear if the five representatives included CEC and OEC. It was suggested that the membership should be six each at SAC, SCC and DOC, with an additional representative from CEC and OEC. Committee members are to take the proposal back to the respective TAC committees for discussion.
- Tablet Policy
  - A draft of the tablet policy was distributed, discussed and reviewed. It was suggested that there should be a policy for all technology (e.g. Laptops, Desktops, etc.) with the Tablet policy as a component.
    - The intent of the policy is to have the person who is issued the equipment read and agree to the policy when accepting the equipment.
    - Clarification of District application purchases vs. personal application purchases was requested. It was not clear if people could purchase applications for the device. The intent is that personal applications are permitted, but not supported by ITS.
    - Final revision will be sent to the Committee for approval via Email prior to the November meeting.
- Blackboard
  - Sylvia LeTourneau met with the Blackboard representative to discuss the Committee's concerns with the price increases. She explained to Blackboard the community college budgeting process.
    - It was agreed that RSCCD would pay for six months on increased licenses and will budget for it next year.
    - Michael Ward will be researching the actual usage to provide more accurate counts of what the District is using for Blackboard storage and users.

        - The District will hold off on increasing the Blackboard storage until a more accurate account of the usage is determined. Increase will be based on need. There was discussion of moving the stored content to an in-house server.
        - It was suggested that a "best practices" for faculty and staff be developed in regards to Blackboard. The best practices would need to be communicated effectively to faculty and staff.
        - Archiving was also suggested as to a possible solution to the storage issue. It was suggested that material be archived for two years.
- TurnItIn.com
    - The recommendation to approve the purchase of TurnItIn.com district-wide was unanimously given by the TAG Committee.
        - It was noted that while SAC did not feel the need for the product, SAC faculty desired to support SCC faculty, and to not obstruct the educational process.
        - The purchase is planned for January 2012.
    - ITS recommends the purchase of a District license for TurnItIn.com. The purchase may not be effective until January 2012, but there may be a proration opportunity available to the District.
- TAG Meeting Schedule
    - There were some concerns as to the convenience of OEC as a meeting place for TAG. There was discussion as to potential conflict, and alternate meeting times. Ultimately, ITS will try to find a room at the District Office for the 2011-12 meetings.
- Future Technology
    - Per the last TAG meeting, SAC sent out a two question survey to gather input on technology and how it is used. SCC needed some clarification, but will be sending out a similar survey to SAC.
    - Guest Sarah Santoya provided information on grants as a possible funding source for technology.
        - There are competitive grants, where the District must submit an application and "win" the grant. There are also grants that are funded and are not "competitive" but based on available funds. While the District has to apply, it does not have to "win" the grant.
            - Usually grants are for academic classroom equipment, but can occasionally be for administrative technology.
            - Many competitive grants are for a specific purpose (e.g. lab equipment, etc.). Each grant has different specifications.
            - Many grants are customized for the desired outcome or project.
        - The technology plans should be used to see if there are any grant opportunities that can be pursued.
        - Sarah Santoya usually notifies the Vice Presidents of any grant opportunities, as well as individuals, if she knows that they would be interested.
            - There was discussion on how the District can be more proactive in pursuing grants and providing grant opportunity information to the Colleges.
            - Sarah is working on a website that will detail available grants.
            - There was discussion on how to get grant ideas communicated from the Colleges to the District, and from the District to the Colleges.
        - There is a push for continuity. Ideally, the thread of information would be routed through the TAG Committee. The Colleges are starting to have discussions on how the program plans are communicated to ITS (for budgeting and support).
        - The Strategic Technology Plan was briefly discussed, with the comments that it would be more manageable to focus on the technology successes and the technology vision for the future, instead of trying to harness the entirety of the District technology. It was noted that the strategic part of the plan is the weakness.

- The STP is going to be reorganized, the summary will be removed, and a complete academic section is to be included. The administrative aspect (how to keep it functional and funded) will be a separate section.
- There is a need to focus on training. Just purchasing the technology is not sufficient if no one knows how to effectively utilize it. The technology will have no impact on students if it is not being used. Faculty development needs to be the focus.
    - It was suggested that a sub-committee (or new committee) be formed to focus on development and training, and how it can be accomplished with the current District resources. In addition, there needs to be some planning and discussion on effectively rolling out the training, and getting faculty involved.
    - The use of Wikki and Facebook were briefly discussed as possibilities for faculty to tap into peer forums and current knowledge. It would also provide a place for faculty to post questions and ideas.

- General Committee Member Updates:
    - There were no general committee updates

Information

- A draft copy of the District Table Policy was distributed.

Action Items

- TAG Committee members are to take back the membership proposal (six representatives from each site plus CEC and OEC) to their respective TAC Committees for discussion.
- The final draft of the District Table Policy will be Emailed to the Committee for approval prior to the November meeting. The approvals will be submitted via Email.

Meeting Schedule

2011-12 TAG Meeting Schedule

Thursday, November 3, 2011	2:30 – 4:00 pm	OEC 146
Thursday, December 1, 2011	2:30 – 4:00 pm	OEC 146
Thursday, January 5, 2012	2:30 – 4:00 pm	OEC 146
Thursday, February 2, 2012	2:30 – 4:00 pm	OEC 146
Thursday, March 1, 2012	2:30 – 4:00 pm	OEC 146
Thursday, April 5, 2012	2:30 – 4:00 pm	OEC 146
Thursday, May 3, 2012	2:30 – 4:00 pm	OEC 146
Thursday, June 7, 2012	2:30 – 4:00 pm	OEC 146
Thursday, July 12, 2012	2:30 – 4:00 pm	OEC 146
Thursday, August 2, 2012	2:30 – 4:00 pm	OEC 146

Adjournment

Ms. LeTourneau adjourned the meeting at 4:07 pm.