TECHNOLOGY ADVISORY GROUP  
June 4, 2013  
Administrative Conference Room  
MINUTES

Co-Chairs: Janet Lehr/ Charles Wyckoff

Members present: Ernie Arellanes, Henry Bravo, Amber Casolari, Isaac Dannelley, Gary Dell’Osso, Rebecca Kessler, Janet Lehr, and Leo Pan

Members absent: James McCarron (e), Maribel Saldana (e), Marc Sanchez (e) and Charles Wyckoff (e)

Resource members present: Shirley McGraw and Darren Dong
Resource members absent: Brian Brautigam (e), Mark Oliver (e), and Gary Storer (e)

Guest(s): None

(e)= excused

I. **Call to Order**
Janet Lehr called the meeting to order at 12:54 p.m.

II. **Old Business**

**Technology Survey Results**
Daniel Martinez presented the Technology Survey results. He showed areas with significant differences by job classification and/or by year. The survey was distributed electronically to staff, faculty and administrators. Survey has been done the last four years. Survey was mapped to the Technology action plans and Accreditation IIIC standards. There was a difference in faculty responses for effectiveness in technology since 2012. The College Strategic Plan will be revised and Janet proposed TAG revise the Technology Plan at the same time. Darren Dong reminded the group that the electronic board book was launched in 2012. The student portal and website migration is planned for this year. Daniel suggested using this survey as a starting tool. It may not capture everything we want in the Technology Plan.

For our next survey, Rebecca suggested asking what technology tools users use the most. We will revisit the survey next year when reviewing the Technology Plan. Amber suggested since the survey was changed, all the changes should be reflected somewhere. Daniel clarified the lists were made shorter so that respondents could understand the questions better. Daniel and Janet have discussed and plan to start conversation about 13/14 TAG activities. Daniel recommended separating the Administration and staff survey for future surveys.

Daniel created two separate benchmarks; one for accreditation standard IIIC and the other for the Technology Plan. Standard IIIC1a had no significant difference in group or years. Standard IIIC1b showed a significant difference by job classification. Standard IIIC1c showed significance in 2012-2013 by category. Standard IIIC1d showed no significant difference between groups. Standard IIIC2 showed a significant improvement by category and years.
An accreditation survey was sent out to prepare for Accreditation and questions were part of that survey. Two questions on that survey were on the Technology Plan. 46% responses indicate they are unaware a Technology Plan exists. 75% strongly disagree that there are policies and procedures in place to implement the Technology Plan. There was confusion among the Strategic Plan Council where Technology requests go. This survey backs up the perception of the Council members.

Daniel presented the results for the Technology Plan benchmarks. Awareness and Access, Success and Readiness and Workforce Development showed a difference by year and category. There was a difference by category in System Effectiveness. No difference was shown in Resource Development. Safety and Emergency Preparedness showed a difference by category.

Janet proposed the group review these results when TAG determines next year’s activities. Janelle, Shirley and Janet met to discuss replacement computers and use of the $10,000. There are also Stokoe redeploy computers from the facility shut down. Following our plan, policies and procedures, Shirley recommends the 14 new computers will go to replace the oldest of old computers on the inventory list. Janet would like to find finalize the implementation of the Sharepoint inventory. Shirley recommended 36 of 73 Stokoe redeploy go to BE 104 to support high-end users. BE 104 computers will go to MLK second floor to allow for a consistent image. Others will go to Rubidoux and replace oldest of old on the inventory list.

Faculty Development computers are eleven years old. Amber said they are not listed on the inventory. Having the Sharepoint and Micro inventory should cover all areas. As long as computers are logged onto the network, they should be included in Shirley’s list. We need to identify personnel to update list into Sharepoint. Janet recommended TAG send out a college email to inform the college of the activities completed by TAG in the 2012-13 academic year. The TAG assessment should be finalized in fall 2013.

**New Business**

**TAG Activities**

- 2013/2014 Assessment
- New computer requests need to take into consideration Total Cost of Ownership.
- Revamp of Technology Plan
- Surveys
  These will be part of next year’s activities. All TAG members were asked to complete the assessment document which was sent to the members previously via email.

We currently meet the third Tuesdays of the month. There was a proposal to change meetings to the first and third Tuesday of the month. TAG has a significant amount of work to complete. Amber suggested a Friday block to hold a long meeting. Group decided to have a meeting for a two hour block on a Friday.

The next meeting will be on September 17 during college hour.