Draft Minutes
December 16, 2014
3:00 pm - LRC-4B

Attending: Mary-Jo Apigo, Holly Bailey-Hofmann, Marcus Butler, Leo Calderon, Nick Dang, Carmen Dones, Cyrus Helf, Eric Ichon, Helen Lin, Ashok Patil, Bob Sprague, Ken Takeda

Guests: Rebecca Tillberg

1. Regular meeting schedule and TMP workgroup meeting schedule.
   a. There was discussion of the regular technology committee meetings and the TMP workgroup meetings. The Committee agreed to combine regular Technology Committee meetings with the TMP workgroups instead of holding separate meetings. The first half will be regular business meetings and the second half will convene for the technology master plan workgroup.
   b. H. Bailey-Hofmann will come to the meetings at 3:45 pm for the second half of the planning meetings. This schedule will be reviewed once a month in the beginning to see how well we are doing. The committee decided to wait until February to schedule an extra work group meeting.

2. Special Action Item: Elect chair of Technology Committee
   a. B. Sprague addressed the committee about selecting a new faculty co-chair. E. Ichon made a motion to elect Marcus Butler as the new faculty co-chair. The motion was seconded.

   Recommendation to College Council:
The Technology Committee endorsed Marcus Butler as co-chair for Technology Committee.

   b. B. Sprague thanked V. Swaminathan for her leadership as faculty co-chair of the committee.

   Recommendation to College Council:
Technology Committee endorsed a statement of appreciation for V. Swaminathan's leadership and vision in co-chairing the Technology Committee from 2011 to 2014.
Significant changes took place during her tenure:

http://www.wlac.edu/committees/Technology-Committee/Index.aspx

VISION – West: A gateway to success for every student.
MISSION – West Los Angeles College provides a transformative educational experience.
West fosters a diverse learning community dedicated to student success.
3. Kentico
   a. N. Dang reported on the site. Faculty website is ready to be set up. N. Dang came up with a name for the URL – Faculty – faculty.wlac.edu Phase 1 – rollout of Kentico - completed Phase 2 – N. Dang is currently working on faculty and international.wlac.edu website. Faculty and international website is 50% completed – international.wlac.edu. Phase 3 – create IT website and any other sites that have not rolled over. Future phase – Intranet development so the user can protect data that is displayed on the site.
   b. E. Ichon could meet with N. Dang to come up with some kind of a roadmap. E. Ichon recommended to make Phase 2 the priority now. R. Tillberg suggested that Kentico’s work could be folded into the technology master plan. H. Bailey-Hofmann stated this committee will align all of West’s plans with the district plans. K. Takeda addressed strategic plans that align with the technology master plan.

4. Review and discuss Alignment Chart
   a. Alignment Table of West’s Strategic Plans as concerns technology was reviewed by committee members.
   b. LACCD Districtwide IT Plan – R. Tillberg suggested linking the technology plan with the facilities plan.
   c. There was discussion of measureable outcomes – current TMP has measurable outcomes. Technology Committee members will look at alignment for review by input using the mapping for strategic directions. TMP goal will be directly or indirectly aligned to the TMP strategic directions.
   d. It is time to bring in infrastructure into the TMP. A new column for infrastructure will be added to the alignment table and the name of the table will be changed.
   e. Members will also review District tech plan which H. Bailey-Hoffman will send to members. Members are asked to provide input as to what they feel it should look like.
   f. Align District plan with Accreditation standards - mentions of technology.
g. District Technology Plan – learning, assessment, teaching, infrastructure & productivity. Consider all this.

5. **Homework**
a. Members can do their homework with someone else. Due date will be February 15 for homework for the February 17 committee meeting.

The meeting adjourned at 4:30 p.m.