Technology Committee
February 17, 2015
3:00 pm, HLRC-4B

Attending: Mary-Jo Apigo, Phyllis Braxton, Marcus Butler, Josefina Culton, Nick Dang, Cyrus Helf, Eric Ichon, Ken Lin, Ashok Patil, Bob Sprague, Ken Takeda

Guests: Leo Calderon, Alice Taylor, Michael Tesfai

1. **Action Item**: Approve 11/18/2014 and 12/16/2014 meeting minutes. The draft minutes were not brought to the meeting so this item will be tabled for the next meeting on March 17, 2015.

2. **Technology Meeting participation**
   Member validation and recruitment – it was confirmed that three members represent the Senate and three members represent the AFT Faculty. M. Butler asked for recruitments for these positions and will ask V. Swaminathan if she would be interested in representing one of these constituencies.

3. **Technology Committee’s “Mission Statement” or charter**
   Newsletter idea for Tech Committee was suggested by M. Butler to capture what goals the Committee is working on and has completed. There was discussion of expanding (broadening) the current charter that is on the website under the Technology Committee. Debates and proposals will be held that will go to College Council and then on to the President. This will be set as an agenda item for the March 17, 2015 Technology Committee meeting.

4. **The CCC / OEI Selected a New Course Management System – Canvas**

   The launch pilot colleges will use Canvas for the OEI Course Exchange courses in Spring 2016. West is in the Student Readiness Pilot and will not be involved in the initial use of Canvas.

   The OEI recommends, as does West’s Distance Education Committee, that the College CMS selection process be faculty driven.

   OEI will be providing support for course migration, professional development training, and other services as the project rolls out.

   The OEI’s current implementation plan is to gradually roll Canvas out to colleges over the next 5 – 6 years.
At minimum, West will extend our current contract with Etudes through June 30, 2016.

Colleges will not be required to use Canvas unless they decide to offer courses through the OEI Course Exchange. West has not yet made that decision.

Both the Technology and the Distance Education Committees will receive regular reports as the OEI negotiates and implements the Canvas contract.

5. **New Technology Master Plan (TMP)**
   Build on the work of others – draw from good examples from other people’s work. Link to EMP - Data environment scan driven tied to resource allocation plan. The committee should take a look at the framework of the EMP and mix it with Framework #2.
   Bring some of the EMP alumni to table to help develop it. Is it functional?

   M. Butler passed out two frameworks for the TMP for 2016 to 2019. Hybrid approach – short-term, medium-term goals, long-term goals. A timeline with due dates was discussed for deciding on a framework.

6. **District Technology Master Plan (TMP)**
   Areas where West must comply with were discussed such as policies and procedures for hardware and software.
   LACCD Technology Strategic Plan – M. Butler suggested that members look at the old TMP and let him know what they would like to remain in the new document.
   Identify direction and need - start with framework and overall view of campus technology needs. List standards in order of priority.
   Resource Prioritization – how does this rank on the rubric?
   The EMP group looked at the previous EMP and evaluated it and drew from it as a group exercise.

7. **Standard III.C.1.** – K. Takeda passed out this standard that he drafted.
   K. Takeda will be drafting (writing) standards 1-5 of standard III.C. and will be taking this back to the other VP’s at the Administrative Council meeting this Friday, February 20, 2015, for their review.
   This draft will come back to the Accreditation Steering Committee.
   Visiting teams will come to West in 2016.
   There is some linking between planning and the District.

8. **Announcements**
   A. Taylor announced that a workshop will be held on accreditation standards on March 9, 2015 at 2:00 p.m. Future meetings will be held the second Monday in April, May, and June in GC-110.

   The meeting adjourned at 4:30 p.m.