Approved Minutes
April 21, 2015
3:00pm – LRC-4C

Attending: Mary-Jo Apigo, Holly Bailey-Hofmann, Phyllis Braxton, Leo Calderon, Nick Dang, Cyrus Helf, Eric Ichon, Ashok Patil, Ken Takeda
Guests: Alice Taylor, Michael Tesfai

1. **Action Item** - Approve 3.17.15 meeting minutes – the minutes were approved for 3.17.15 with a few minor corrections.

2. **AV Update** – Leo Calderon reported that the company (GST) used to update all our AV equipment is no longer on our master agreement. This means we need to look for another company that will supply and support us. Some problems Leo has encountered throughout the year is that equipment has been discontinued by the time the purchase orders are approved. Getting purchase orders submitted and approved has been an ongoing problem as equipment changes frequently.

   The following classrooms are next in line that need AV equipment: PECN 11, PEC-113, SC-101, CE 201, and CE 202.

   MSA 005 – a new projector will be replaced on May 20, 2015.

   Leo needs the quotes ready to go out in a reasonable and timely manner. By the time they are faxed over to the vendor some of the equipment is obsolete. All requests with quotes should be submitted as soon as possible as the deadline is June 30, 2015. Quotes should be valid for 60 days.

3. **Accreditation Update** – Alice Taylor announced she needs to send a full draft report to the Commission two months before the visit. It has to go to the Board and the full draft has to be ready for faculty to read on Flex Day which is August 27, 2015.

   Alice is having other committees spend a few minutes identifying claims that we meet the standards with evidence which includes documents. She passed out the different standards and had the committee break up into groups to look through the standards, choose the ones that appealed to them the most, and write their comments on them.

   Work on the standards needs to be delegated. Alice will send back the comments to the committee and an updated report will be presented on May 11, 2015. Marcus Butler stated he will formulate some kind of plan of attack to get the work done.

4. **Information Technology in LACCD**

   VP Ken Takeda, Liaison to District Technology Council, gave a PowerPoint presentation on Information Technology in LACCD: Strengths, Weaknesses, Opportunities, and Threats. This was presented on April 10, 2015 at the District.
The following trends were identified coming out of the District Technology Council:

1. Use of restricted funding for IT improvements:
   - Bond funds for IT infrastructure, network equipment, desktop hardware, enterprise software, support
   - Block grants for instructional technology
   - SFPs for labor, equipment, applications

2. Desktop virtualization
3. Remote support to users
4. Enterprise-level standardization
5. Attention to network security
6. Enterprise-level standardization

**Strengths**
- Competent leadership; good technical expertise
- Sound investments in infrastructure, equipment, instructional IT, enterprise systems
- Good match of restricted funding sources to technology needs
- Improved coordination between District and colleges in visioning, planning, execution
- Intelligent strategic planning

**Weaknesses**
- Inadequate staffing
- Uncertain managerial and communication skills
- Inconsistent follow-thru on district-wide project
- Jurisdiction disputes between District IT and Build and between college IT and Facilities
- Funding: No dedicated source for administrative IT; no sustainable source for future IT improvements of any kind

**Opportunities**
- Accreditation
- Revision of District budget allocation model
- Program review; SLOs/SAOs
- Restricted funding: Block grants; SFPs; Possible new bond measure

**Threats**
- IT mission creep: Supply/demand imbalance; increased system load
- Total cost of ownership: obsolescence, wear & tear without plan for replacement
- Network reliability/vulnerability
- Shortage of training
5. **WiFi Update** - Nick Dang provided an update on wireless status on campus. He has obtained estimates from four vendors. Nick met with Build LACCD last Friday, April 17 and informed them that the college needs a wireless network and a new data center. There have been student complaints about the lack of wireless on campus. Build LACCD needs to conduct a survey of which classrooms on campus can provide the best location for wireless classrooms. Technically speaking the problem is not constant and not critical but intermittent. Nick is troubleshooting the wireless problems on campus now. Next month he will provide an update on wireless and what the rollout date for wireless may be.

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**TMP Workgroup**
4:00 pm

Holly distributed copies of feedback from the last work group meeting to all members for review and discussion. Holly asked members to look particularly at Eric’s and Mary-Jo’s feedback.

The group looked at Strategy 1.4 – add multimedia content - replace voice with video, audio and graphics.

Strategy 1.1 Improve and expand assessment strategy
Strategy 3.1 Develop technology-based solutions to support counselors.
4.3 Design and implement ways to offer student assessment and financial aid services online.

There was discussion about combining current strategies with other strategies.

- The new framework has nine strategic categories. Marcus Butler stated the group has to have a framework to work within.
- Move previous strategies into the new framework.
- Don’t limit to 9 strategies
- Two additional work group meetings to work on all strategies
- Will look at what’s missing in various categories
- Look at strategic directions and any content

Work group meeting dates:
- Tuesday, May 5, 2015 – 3 pm
- Tuesday, May 12, 2015 – 3 pm

The meeting ended at 4:48 p.m.