Minutes for Meeting of September 16, 2014
3:00 pm, HLRC-4B

Attending: Marcus Butler, Leo Calderon, Josefina Culton, Nick Dang, Cyrus Helf, Eric Ichon, Helen Lin, Bob Sprague, Vidya Swaminathan, Ken Takeda

Guests: Leo Calderon, Michelle Long-Coffee

1. **Action Item:** Approve minutes for the meeting of 5/20/14 were approved.

2. **Action Item:** WLAC Social Media Guidelines
   a. E. Ichon reported minor changes to the guidelines.
   b. C. Helf reported that for posting media such as videos and photos, guidelines should be added that address the need for accessibility for all.
   c. There was a motion to approve WLAC Social Media Guidelines with the revisions stated above. The motion passed.

3. **AV Update:**
   a. L. Calderon gave an update on the FA classrooms. The Budget Committee reserved $57,000 for updating five classrooms in the FA building. When FA is updated, the classrooms will resemble the rooms of ATA. FA 205, 207, 208, 209 will be updated as well as FA 305, the digital classroom on third floor.
   b. L. Calderon has submitted PO’s for lamps and projectors as well as to update Winlock Lounge with a new SMART projector.
   c. Walk-throughs of all equipment during the summer were conducted.
   d. GC and ATA classrooms now have new equipment installed.
   e. The President’s Conference Room (PCR) and FA auditorium will be updated.
   f. LRC -4E – Acer laptops, are basic laptops, that are usually used for training have been under-used. The college could make use of them by loaning them out to faculty and students. Information about their availability needs to be publicized. L. Calderon will get an inventory of all equipment available.

4. **Kentico Update:**
   a. M. Long-Coffee walked members through the live site of Kentico which and displayed the various drop down menus.
   b. Academics webpage was displayed as an example. Now you can see all programs West offers – there are links to programs from one page to show degrees, certificates, and classes offered.
   c. Kentico launches Friday, September 26, 2014. **Old sites will not be trashed.** Mass emails will be sent out to students. Faculty can announce to their students that this will be a mobile friendly website.

5. **Cost of ownership for campus technology:**
   a. Will be tabled to next meeting – October 21, 2014.

6. **Announcements:**
   a. 500 computers need to be replaced. PIE Committee will take resource requests from program review for technology and send them to Technology Committee to review and prioritize to take back to PIE Committee.
b. The Tuesday, November 18, 2014 TC meeting will be dedicated to reviewing requests for technology.

c. PIE has to have its prioritization done by March 1, 2015.

7. **Plan for Revision of Technology Master Plan:**
   a. The TC should take the lead on Accreditation Standard 3(c), which is related to technology.
   b. An email was sent out with a link to the draft EMP as well as the current TMP. Members should review both and come with ideas for the next meeting.

The meeting adjourned at 4:48 p.m.

**Future Meetings:**
- October 21
- November 18
- December 16