Approved Minutes
November 18, 2014
3:00 pm - LRC-4B

Attending: Mary-Jo Apigo, Leo Calderon, Josefina Culton, Nick Dang, Eric Ichon, Ashok Patil, Ken Takeda

Guest: Holly Bailey-Hofmann

1. **Action Item:** Approval of minutes of October 21, 2014. Minutes of October 21, 2014 were approved with minor corrections.

2. **Election of Co-Chair for Technology Committee:**
   - Marcus Butler was nominated as the new Co-Chair of the Technology Committee. Two members nominated him today.

3. **Educational Master Plan**
   - H. Bailey-Hofmann was introduced to the Committee by M. Apigo. H. Bailey-Hofmann will be the facilitator for working with the Technology Master Plan (TMP) and the Educational Master Plan (EMP). A TMP Task timeline was distributed with the dates for the meetings for December through spring of 2015. A four-page informational handout from Dr. Matthew Lee was distributed to members with strategic directions, goals, objectives, etc., for the TMP.
   - Wednesday afternoons were suggested for the work group to meet on the TMP. H. Bailey-Hofmann asked members if they would be interested in joining the TMP work group. The work is to be completed by May 2015. It will then go to Senate.
   - Suggested Spring 2015 meeting schedule – one in January, one in February, one in March and April. At the first meeting in January Holly will pass out documents; at the second meeting in February, she will need each member’s analysis in terms of TMP which is the homework. At the third meeting, the group will finalize the measurable goals and decide what to keep.
   - H. Bailey-Hofmann will do an alignment of the existing TMP and the new TMP. At the fourth meeting there will be a work retreat, three to four hours of brainstorming. At the fifth meeting the drafting of the TMP will take place.
4. **Standard III.C. – Technology Resources**
   a. December 16, 2014 – hold the regular Technology Committee meeting. It was decided to hold the first work group meeting from 3:00 pm – 4:30 pm in LRC-4B.
   b. In preparation for the December meeting members were directed to look at the existing TMP.
   c. Tuesday, January 20, 2015 – keep the regular Tuesday meeting.
   d. February 5, 2015, Thursday, Retreat - 2:00 pm – 5:00 p.m.
   e. February 19, 2015, Thursday, hold the regular meeting at 3:00 p.m.
   f. March 19, Thursday, 3:00 pm, hold regular meeting at 3:00 p.m.
   g. Spring Break – week of April 4- April 10, 2015
   h. April 16, 2015, Thursday, 3:00 p.m.
   i. May 21, 2015 – tentative – 3:00 -4:30 pm regular committee time
   j. H. Bailey-Hofmann will look at some other TMPs from around the state for reference and will give members the alignment documents.
   k. Work group will use Kentico for storing TMP which won’t be visible to others outside the committee. Members will be given a log-on.

The meeting adjourned at 4:20 p.m.