Technology Committee
Tuesday, March 18, 2014
3 pm – LRC 4B

Attending: Marcus Butler, Josefina Culton, Nick Dang, Cyrus Helf, Manish Patel, Jan Pfeiffer, Bob Sprague, Vidya Swaminathan
Guests: Mary-Jo Apigo, Leo Calderon, Eric Ichon

1. **Action item: Approve minutes for the meeting of 2/18/14**
   a. Minutes for 2/18/14 were approved with the correction to Item 5.g. adjunct faculty who wish to have their names in the college directory should email their request to IT. IT will update directory.

2. **Kentico Update**
   a. Nick Dang gave an update. Nick spoke to Michelle Long-Coffee on how Zumwinkle will create the site. Faculty need to write out every question or issue on creating their website. Nick will work with faculty.
   b. Deadline for Kentico to be up and running is end of April 2014.
   c. Mission is up and running with Kentico. Mary-Jo Apigo reported that West is working closely with Mission in getting set up with Kentico.

3. **College wide survey of technology needs**
   a. Josefina Culton asked IT if her online grade rosters could be set up so that she could email her students with attachments re: Study Abroad, etc. It was reported that this can be done.
   b. Nick will ask District if he can send a mass email to West students to please use their West email.
   d. Vidya suggested creating a faculty forum site for faculty where they could frequently asked questions (FAQ) – for faculty. Brainstorm for ten most frequently asked questions– send them out to faculty.
   e. A new faculty member can request a MAC through their department chair. Funds have to be in place before the order is placed.
   f. Request for social media usage – recommended policy – has to go to College Council first.

4. **Future IT website**
   a. All IT related issues and questions will go to this website.

5. **Data analysis on SLO assessments**
   a. Mary-Jo Apigo reported that West needs a software package with a database to support SLO assessments. This has been a long term request.
b. SLO assessments have been entered from paper as Word files and captured into the Adobe database.
c. Mission College has designed their own homegrown system which has been integrated into the SIS system.
d. District is considering importing the system at Mission.
e. How can West adopt this system or host this? What are results of assessment?
f. Bob Sprague suggested the Technology Committee could make some recommendations that are critical such as SLO needs, IT’s infrastructure needs.
g. Nick Dang will line up SLO requirements to pair up with IES and the SIS system.

6. AV Update
   a. Leo Calderon reported that the systems in LRC-4E have been replaced and installed.
   b. FA 100 - projection system will be operated from the stage as upgrades have been installed.

7. Committee Representation Needed
   a. Bob Sprague stated the Technology Committee needs representation from Student Services and some staff should be invited to future meetings.

8. Future IT Project
   a. A security card reader for administrators and faculty is in the implementation stage. Do not have a roll-out date yet.

The meeting was adjourned at 4:43 p.m.