Meeting of May 21, 2013
3:00 pm, HLRC-4B

Attending: Mary-Jo Apigo, Marcus Butler, Nick Dang, Eric Ichon, Michelle Long-Coffee, Manish Patel, Jan Pfeiffer, John Phung, Bob Sprague, Vidya Swaminathan, Kenneth Takeda

1. Action Item: Approve minutes for meeting of 3/19/13
a. Minutes were approved for 3/19/13.

2. Kentico Update
a. Michelle Long-Coffee gave an update on Kentico Content Management System to the committee. There was good feedback on the student services pages. Michelle reported that there needs to be more feedback on the faculty/staff webpages and the task force is doing what they can on these pages. Kentico will most likely be approved by the Board on June 12, 2013. There will be training with InfoTech during the summer on Kentico. The faculty/staff webpages plan to roll out sometime during the fall. There was discussion of employee policy on using Internet.
   b. There is a Board policy online at laccd.edu website that shares guidelines for posting material in the classroom and violating posting rules. Eric Ichon shared some standards for usage in Etudes. These standards describe the minimum requirements for using Etudes tools. Eric will work on these guidelines for instructors to follow this summer. There was discussion of instructors violating the college’s policy on posting material for students in their online courses.
   c. Nick Dang reported to the committee that he just finished three domains for Kentico. They are academic.wlac.edu, admin.wlac.edu, and services.wlac.edu. The training is easy for basic users.

3. Distance Learning Advising, Tutoring, Counseling
a. Eric Ichon reported to the committee what’s happening with these at West.
   • District Distance Education Committee – includes online student services, Learning Management System (LMS) issues, accreditation standards for distance education, etc.
   • LMS Feasibility Task Force will be reviewing the possibility of using a common LMS for the entire District.
   • the Distance Education Stakeholders’ Group discusses the same type of topics described above, but with additional representation from the DAS, the AFT and a VP who acts as our liaison with the Council of Academic Affairs.

There was discussion about how Student Support Services contributes to student success. One area of weakness is assessment in that you cannot take
the test online. Common assessment is where you can take your test at any community college. This is still an issue for out of state and international students.

4. **Technology Master Plan**
   Bob Sprague reported that access is shifting to student success for completion.
   - are we finalizing an evaluation and assessment of what we’ve done so far on the seven technology master plans?
   - do we go ahead and conclude that and close this?
   - what do we do about this next?

   There was discussion of collecting evidence and whether the Technology plan would support the educational plan or go in some other direction.

5. **WLAC College Foundation**
   VP Ken Takeda of Administrative Services shared the status of fund raising for refreshing campus technology. This could serve as an element in the technology master plan. Bob Sprague asked the committee if we are going to close on the current evaluation and assessment of the current technology plan.

   **Motion:** The Technology Committee commits to review and assess its current Technology Plan to identify the framework for developing and completing a new Technology Plan by 2015.

6. **InfoTech Updates** – Nick Dang will be first to present at next month’s agenda.

The meeting adjourned at 4:35 pm.