Meeting called to order 2:18 pm.

Members Present: Dr. Carlos Amaya, Tonie Badillo, Oscar Baeza, Rebekah Bell, Cheryl Bowman, Fan Chen, Miguel Contreras, Gloria Cordona, Lisa Elliot, Erick Garcia, Dr. Jenny Giron, Bob Jones, Dr. Kalantarian Enayatallah, Dr. Gail Rioux, Dr. Olga Valerio.

Members Absent: Debra Farrelly, Marco Fernandez, Art Gonzales, Hector Padilla, Terry Sealing, Debra Tomacelli-Brock, Julieana Toth, Ruben Villalobos.

Item #1: Welcome

Lisa Elliot (Chair) reviewed the agenda and provided an overview of decisions to be made by committee.

Item #2: Minutes

Upon review of minutes a motion was made by Carlos Amaya to accept the minutes without revision. Motion seconded by Oscar Baeza. Motion unanimously carried.

Item #3: Review of IT Master Plan

Items mentioned are addressed in order of being raised:

1. Layout of the plan very accessible and easily read. It is a very clear document
2. Review of the document left several committee members energized and excited about future potential.
3. Although very recent, the document is considered “dated”; it is a 5 year plan and new planning has already begun. New planning focuses on departmental level. Initiatives for the next Master Plan will begin “at the bottom” rather than focusing on “top down” initiatives.
4. In the current plan, projections for growth, institutional needs, and implementation of projects was incredibly accurate.
5. Future plans probable inclusions:
   A. 1 year updates, because technology is a rapidly changing area.
   B. Changes to the Banner Platform. IT is currently planning for new deployment and installation of hardware.
   C. A “single sign-in” initiative, which will be complete within the next 6-8 months. This initiative will manage multiple passwords and logins. The intention of the project is to correct a number of difficulties. Especially mentioned were the difficulties presented to non-technology savvy students for whom managing multiple passwords has proved to be an obstacle.
   D. An increase in the need for wireless access.

Wireless Issues: A discussion on wireless needs and issues occurred noting the following in the following order:

1. Current Wireless coverage is not sufficient. There must be an increase of nodes for better coverage. Hard drop lines are not always possible.
2 Smart Classrooms: Originally planned for 100 completed classrooms. Currently 78 completed classrooms and 22 were left incomplete due to shift of funding to VDI.

Concerning past projects, adoptions and forms:
1. It was remarked that informal polling by many members of the committee generated two major themes:
   A. Displeasure with current wireless coverage.
   B. The need to update hardware and software in existing Smart Classrooms.
2. It was noted that in the past equipment was purchased, but only utilized by one campus or discipline. Communication concerning district needs must be facilitated to assure that adopted equipment has broad application and availability.
3. Use of the previous request form was diminished because of complexity of the form. The form requires revision.
4. Use of previous form resulted in duplications of technology requests due to lack of database district wide.
5. License compliance for purchased software was an issue due to limitations on licenses and campus designated for their use.
6. Sustainability of previously adopted technology an ongoing issue (see item #2) due to Dean’s budgets being utilized to maintain purchased equipment. Many Deans and support areas lacked the funding to maintain the technology purchased by IT committee. Committee generally discussed the need to consider our adoption of a technology project to also encompass an implicit commitment to maintenance over time.
7. A general discussion on lack of practicality concerning the “software”, “hardware” adoption cycle occurred. There is general agreement that it is impractical to not bundle the need for both the equipment and the software to support it.
8. Adjunct faculty complain that the technology available in Part Time offices and for general use are highly dated.

Item #4: Past Projects

An itemized list as reviewed in the meeting is attached to this document. This list was reviewed by the committee chair and generally was discussed in terms of hardware, software, and licenses.

A discussion concerning the budget and how the committee budget functions was held. The College does not have a student technology fee, but $50 from every credit student is collected in tuition that is part of tuition revenue, and funds are allocated toward IT needs. This fund is accessible through Dr. Giron’s office as the budget head of the IT committee. The fund is utilized to pay for all technology issues, district wide including: Banner, Black Board, Adobe, Microsoft, etc. all software licenses and upgrades, Library related technology, and Technology related services. In addition to these the Integrated Technology committee also reviews requests for technology generally related to instruction. These typically include a “big ticket” designated item for a calendar year and other small projects. These requests are submitted to the committee via the request form and reviewed for adoption. Once adopted the IT committee submits the budget needs to Dr. Giron’s office. The annual budget for the IT committee is determined and allocated based on the priorities or initiatives proposed by the committee. Last year $400,000 was allocated to the IT Committee and $246,660 was spent for requests submitted.

Currently projects being enacted by IT department include:
1. 1 million dollar virtualization project, which is ongoing. This is a current demand on the technology budget.
2. 500,000$ fee for use of Oracle (this is a yearly expense)
3. 500,000$ Black Board (yearly expense)
4. 35,383$ Tejano Alert (yearly expense)

**Item #5: Approach/Process for 2013-2014**

Currently active projects:
1. Wireless Expansion proposed to be completed by Spring Break 2014
2. Voice over IP
3. Virtualization (currently in pilot stage)

**Committee Actions Taken**

Committee agreed by general assent to allow a combination of software and hardware to be requested from the committee during the next year.

Committee agreed by general assent that previously adopted projects require revisiting to identify need for upkeep.

**Committee Adoption Process Discussion**

A discussion on Smart Classrooms and details was held.
1. Cost of each classroom to create is $18,000.00
2. Room screens have been an ongoing issue. Difficult to locate in the room. Frequently block the black board. Because of this “white walls” have been piloted at ASC. White walls are walls that can be used as screens or white boards.

A conversation on the ability to split a screen with a “lady bug” and a computer projector was held. The general answer was that this is feasible and perhaps training on such topics would assist in the tension of the projector screen location debate.

**Committee Actions Taken**

By general consent the committee agreed that the informal survey data indicated a desire by faculty to have improved access to Smart Classrooms. Bob Jones noted that frequently the Smart Classrooms are requested and are consistently “booked” with a class or activity. The demand for additional maintenance and generation of Smart Classrooms seems high, based on informal and anecdotal data.

1. A survey was proposed to elicit more formal data from Faculty and Staff on the current use of Smart Classrooms. A motion was made to create a survey for distribution during the Fall 2013 semester. Motion carried. Rebekah Bell, Miguel Contreras, and Oscar Baeza were appointed to committee to revise previous technology survey. Dr. Giron will provide a copy of the original technology survey to the committee.
2. Priority of the survey will be to assess the current perceived needs and value of Smart Classrooms.
3. Both faculty and staff will be surveyed.
4. Distribute district wide, contact District Wide Coordinators to assist with distribution.
Item #6 Revision to Request Form Memo

A motion was made to create a subcommittee to address revisions to request form. The motion was seconded and carried. Lisa Elliot, Dr. Carlos Amaya, and Fan Chen will work to revise the form.

1. Completed form will be available for web implementation.
2. New form can be submitted by faculty, District Wide Coordinators, and/or Campus Deans.
3. New form to have section intended to indicate if technology request has been shared with the district wide discipline/campus.
4. New form to be available for discussion at January meeting.

The need to have a central repository of request forms and a sense of historic approval of requests was discussed. Future efforts in this area will focus on centralizing communication and tracking approval efforts.

Item #7: Other business

A general discussion on the need to update printers in the staff offices was held. This branched into a discussion on the general refurbishment process. The speed of the process and general time lines for refurbishment was discussed.

A motion was made to create a Memo indicating future IT projects and addressing IT issues for staff/faculty. Dr. Amaya was selected to create this memo for distribution to campus coordinators.

Item #8 Next meeting

The next meeting will be held during Faculty Development week, Thursday January 16 from 10 am – 12 pm. Potential vendors and survey results will be discussed at this meeting.

Meeting adjourned at 3:44 pm
PAST IT COMMITTEE PROJECTS

These were the major funding categories for past IT Big Projects

Hardware/Software

- 3 computer refresh (we purchased 1,600 computers cycle (1), close to 1800 computer 2nd cycle, over 2000 3rd cycle)
- New software for all disciplines and libraries
- Shared cost for SharePoint with IT Dept.
- Startup laptops for students checkout use.
- Software for IMS to monitor projectors and podium activity in smart classrooms.
- (3) yr. warranty cost for all hardware district wide.
- Special medical training equipment for the Medical programs (mannequins, specialized medical lab hardware)
- Notebook (laptops) for new students orientations.
- Equipment and devices for Students with Disabilities.
- Reading labs with hardware/software, servers (district wide)

Installation/Maintenance

- Installation cost for hardware district wide.
- Infrastructure upgrade to support Wireless pilot for the district. ($398,000.00 to include electrical updates)
- White Boards for classrooms, removing chalk boards (district wide)
- Overhead projectors and screens for classrooms. (district wide)
- Converted regular classrooms into smart classrooms
- 5 ADA podiums and installation for smart classrooms (1 for each campus)
- Instructors' podiums for classrooms (district wide)
- Electrical rewiring several classrooms (district wide)

District Wide Licensing

- Funded several district wide software licenses (ex: Microsoft Office, AutoCad, Math Software, Plato, CS5, etc.)

STS Program

- Funded the STS Program (Students Technology Services)