

CLPCCD Integrated Planning & Budget Model (IPBM)
IPBM District-Wide Committees
Technology Coordinating Committee TCC

Kickoff Meeting
Friday, May 16, 2014
10:30am-12noon

TCC Meeting Summary Notes:

Membership Updates - Recent additions to Committee Members and Missing appointments:

- a. Susan Sperling replaced Carolyn Arnold with Norman Buchwald as Chabot Faculty.
- b. Susan Sperling added Lisa Ulibarri as 2nd Chabot Faculty.
- c. Ruth Hanna and Debbie Fields are confirmed members but they were not able to make the kick-off meeting.
- d. Missing appointments: Chabot Administrator VP or Delegate by College President (Matt Kritscher thought he or Paulette Lino could be added by Susan Sperling to provide Student Services input on the Committee), Classified Senate appointee for District.

1. Election of Co-Chairs

- a. Jeannine Methe from District was elected Administrator co-chair.
- b. Norman Buchwald from Chabot was elected faculty co-chair.
- c. Scott Vigallon from LPC was elected classified co-chair.
- d. Provides co-chair representation from all 3 sites.

2. Establish Tentative Meeting Dates

- a. Due to conflicts with faculty committee members who are teaching classes, we could not select the 3rd Friday of the month.
- b. Selected 2nd Friday from 9:00-11:00.
- c. Next meeting date – September 12, 2014
- d. Same time as Facilities Committee, so if the membership need to attend both meetings, we will schedule two separate meetings from 9-10 and then 10-11 when needed.

3. Establish Goals and Objectives

- a. There were 3 primary general goals and objectives identified for the TCC to focus on:
 - (1) Communication about technology regarding what we have available today, what we are going to look at for the future needs, and what is going on at the colleges with instructional initiatives.

- (2) Training across all locations for all products to determine where the gaps are in training for existing systems and to expand training methods for new systems.
 - (3) Eliminate manual procedures and processes where technology can be used.
- b. There were other specific technology goals and objectives that were identified as critical areas for district-wide initiatives:
- (1) The new Outlook Email System replacing Groupwise email which also includes migration from Novell to Microsoft Active Directory.
 - (2) The state's online Education initiative for a common learning management system that would replace the Blackboard system being used today if selected by the colleges. Another new state initiative is the Common Assessment which will also be evaluated by the colleges.
 - (3) Establishing future Distance Education classrooms with connectivity across colleges to share courses along with Lecture capture recording capabilities and/or Video Streaming features.
 - (4) Reviewing and evaluating standards for existing and future hardware, software, smart classroom configurations, distance education classrooms, and network infrastructure.
 - (5) Eliminate old Scantron technology for student surveys and faculty evaluations with more modern online tools.
 - (6) Expand Mobile apps for the various enterprise systems used by the colleges.
 - (7) Improve communication through marketing utilizing social media and integrating this forum into our routine operations.
 - (8) Improve and redesign the college and district web sites as a marketing vehicle which includes availability of webmasters.

4. **Establish Priority List and/or timelines**

The top 5 goals and objectives were established as priorities:

- (1) Email conversion – November 2014
- (2) State Education initiative – Spring 2015 contingent on state progress
- (3) Expansion of Training models – on-going
- (4) Establish new and improved Communication modes – on-going
- (5) Distance Education classroom standards – already in progress, Summer 2015