

Meeting Minutes

December 10, 2012

10:30 AM – 12:00 PM

Meeting Recording:

<https://cccconfer.zoom.us/rec/share/8KYJeNnzN3HI3PyuF IPTAAFdJ yISkWS7LY6yTiQsFKwR6LDZqZAHVy9VwwY2ca.K0rpP3x 3LerKvj>

MEMBERS:

VOTING – List full name below, identify which constituency group each individual represents (place X in box adjacent to name when present)			
<input type="checkbox"/>	Courtney Brown (faculty)	X	Dale Nabeta (classified)
<input type="checkbox"/>	Mitra Mofidi (faculty)		Patricia Rom (classified)
<input type="checkbox"/>	Tom Renbarger (faculty)		Phasasha Phar (classified)
X	Derrick Ross (faculty)		Marisol Roque-Chaves (classified)
X	Glenn VanStraatum (faculty)	X	Jason Holloway (administrator)
X	Hyun gyu Ryu (student)	X	Nathan Pellegrin (administrator)
NON-VOTING – List full name below, identify which constituency group each individual represents (place X in box adjacent to name when present)			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			

GUESTS: Maria Spencer, Stefanie Harding, Feather Ives, Simon

AGENDA ITEM	DISCUSSION	FOLLOW-UP ACTION
I. Call to Order	Meeting called to order at 10:39 AM	
II. Adoption of Agenda	<p>Agenda was adopted with the following changes:</p> <p>Presentation of wireframes of website design (Jonas Goslow, Kristin Codiga of Lyra), at 11 AM.</p> <p>Move the review of the resource request list to first place.</p> <p>Courtney requests adding informational item regarding development of work-based learning for MTC projects, taking place after the presentation of the wireframe. Jason clarified that the projects</p>	

	are ones that the MTC designates, including managing technology projects and digital marketing projects.	
III. Approval of Minutes	Tabled until next meeting	
IV. Standing Items	<p>Review of Technology items from prioritized resource request list.</p> <p>Committee viewed a spreadsheet of resource requests collected from the 2020-21 APUs by NP and the division staff assistants Denise Woodward, Sinead Anderson and Nancy Moreno. Category of each item was cleaned by NP. Some requests might be relevant to multiple categories, such as network switch rooms which are relevant to both Facilities and Technology. Estimated costs of items were also cleaned by NP so that they resolve to currency data type for summation. In accordance with the IPB, it falls on the MTC to review and approve the list for advancement to the next PG committee.</p> <p>JH: security falls under Tech</p> <p>MS: This gives us a perspective on the items needed, and the equity implications of resource allocation.</p> <p>CB: The district tech plan suggests we move toward cloud-based services. This has implications for how resource requests are prioritized, especially technology “refreshes”. In keeping with this, we should assess the needs (types of software and number of licenses), and appliances (remote access devices) which are needed, and this way arrive at a cost. For example, what about using ZOHO software for outreach (MS’s area)?</p> <p>GV: For this purpose, process knowledge and improvement is critical.</p> <p>MS: Identifying the technology needs is a critical function for our institution and I am excited to see what this committee comes up with.</p> <p>CB: We need to have this kind of conversation with each of the functional areas (not just outreach). Broadband wifi access is critical all around campus. We need web-based CRM.</p> <p>GV: How does the resource request list roll up to, or take into account, key measures which support the goals of the college. Is there some evaluation of that?</p> <p>NP: Requests are made in light of goals on the APU.</p> <p>JH: Ultimately the president decides on resource allocation</p> <p>CB: For cost estimate we need to know the total number of people on campus and the number of each constituency. How do we collect information on populations and potential usage of each service we consider?</p> <p>SH: This process is not perfect (in reference to the IPB cycle). It was developed in 2016 in response to the recommendations of the ACCJC, and it is still being developed.</p>	<p>Action Item: Stats on user populations by type of software/tech need. Include these in the tech plan.</p>

		Motion: 1 st by CB, 2 nd by JH. Approval of resource request list. Motion passes.
V. New Business	<p>Website Improvement Project - Wireframes</p> <ul style="list-style-type: none"> • Presentation by NP on project update • Joined by Kristin Codiga and Jonas Goslow of Lyra Design • The scope of the current project does not include the redesign/rearchitecting of the site to incorporate the areas of interest. • KC – branding and messaging materials is important to the effort of redesign; this was done for cybersecurity. • MS: the updating of marketing and messaging and the website is critical to outreach. • SH: ACCJC visit needs to be kept in mind; we want to avoid confusing the members of the committee who will be clicking around for information. • JG: we paused because we wanted take a holistic approach to the project • MS: We need virtual walk-about on campus. Campus tours, including ariels and inside buildings. • JG: Wireframes simply show what information goes where – it is not a fully fledged design because it is missing colors, etc. It is a skeleton. • CB: Must Include students in the design work and feedback on website design. • JH: Is there a place on the website for campus-wide announcements. • Senator Ryu: Suggests to put out a survey to collect feedback on website. 	<p>Action Item: Arrange meeting with Doris Hankins, Director of Student Activities and Campus Life to discuss utilization of social media and the new website.</p> <p>Motion: 1st by CB, 2nd by GV, to approve wireframes</p>
VI. Announcements	<ul style="list-style-type: none"> • CB: Work-based learning opportunities document provide 	
VII. Adjournment	<ul style="list-style-type: none"> • Meeting adjourned at 12:02 PM 	
VIII.		