

VENTURA COLLEGE

Technology Committee - Minutes
Campus Center Conference Room
December 9, 2013

Present: Connie Baker, Ken Drake, John Elmer, Chris Frederick, Ayanna Gaines, Kathy Koch, Grant Jones, Dave Keebler, Gwen Lewis-Huddleston, Michael McCain, Debbie Newcomb, Yia Vang

Recorder: Maureen Jacobs

Handouts: Accreditation Compliance Review by Standards IIIC. Program Review Process, Technology Request Ranking Rubric (Computer related); VC Program Review Initiatives 12/09/13

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Accreditation-Compliance Review by Standards	1) Leave as standing agenda item 2) Dave will guide committee through this process. We are 2 ½ years from accreditation. A. By next year we will have gone through the first year so that we can solve issues. B. Distance Ed needs more current standards A. We will have a primary document and a compliance document that include: Required evidence, Challenges, Strengths, Findings and Actions 3) Dave will provide last accreditation to help us understand how we were evaluated.	<i>Agenda item</i> Cover some/part of a standard	01/13/14 Ongoing 01/13/14	Grant Jones & Dave Keebler/Comm. Committee Dave Keebler
Strategic Technology Plan 2012-15 Rough Draft Review	1) This plan ties into the district's plan and implements it locally. 2) Grant has updated the Mission statement 3) Connie said that Degree Works is update and implemented. 4) Grant encouraged edits that will then be discussed in committee 4) Gwen questioned the Thin Clients in the Library		01/13/14	Committee
SARS software Future Enhancements Discussions	Counselors would love to have a web version so that they can see their appointments and could IM EAC, Tutors and Student Health. We may get grant funds for using SARS.			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Scantron Rollout Project Update	<ol style="list-style-type: none"> 1) Marta De Jesus stepping in for Erica Tartt. 2) Gwen will help with forms and process 3) Grant will set up meetings with Gwen and Marta 4) Old and new will be side by side so that we can have training. Gwen needs some lead time to spread the training to the faculty. 5) Title V purchased the new Scantrons. 	Training	Spring 2014	Marta, Gwen, Grant
Ken Drake, Attendance App.	Ken reviewed the \$5 attendance app that he uses called "Attendance 2". After downloading enrollment data in CSV form, it is sent to Dropbox and entered into this program. You can format and send info via excel file. You can add a picture.			
Program Review Initiatives-Technology	<p>Dave explained that there were too many "required" and "highs". He said that he pre-allocates \$250,000 for tech refresh. Upon vote, the committee will prioritize \$500,000 including \$250,000. \$300,000 is from FY14 and \$200,000 is from FY15. Grant will review with program review initiative requests with requestors and utilize the rubric to evaluate.</p> <p>Debbie Newcomb spoke to Item 1 Initiative, a re-occurring problem at VCSP in that the hardware at VCSP is sub-standard and cannot run current curriculum software. Main campus used Psychology's laptops last year, but is having class schedule conflicts this year.</p>	Grant will review and adjust dollar amounts	01/13/14	Grant Jones
Future Meetings	01/13/14, 02/10/14, 03/10/14			