

**El Camino College Humanities Division
Equipment Committee
Minutes
April 18, 2013
12:30-1:00 p.m., Humanities Division Office**

R. Bergeman	X	J. Zhao	X	B. Peppard	X	P. Marcoux	E		

REFERENCE MATERIALS

- Plan Builder Recommendations for Technology/Instructional Equipment 2013-2014
- Estimate: Humanities Teacher Station Upgrade
- Instructional Equipment List

PLANNING: GOAL SETTING/TASK IDENTIFICATION

- Nominate a chair for our committee
- Immediate goal – clarify what this committee’s focus should be
- Identify new technology and upgrade existing technology to better foster the learning/teaching environment
- Ascertain budget for technology and instructional equipment

ACCOMPLISHMENTS AND CONCLUSIONS:

- We nominated Peter Marcoux to be the chair
- We discussed our purpose as a committee. We concluded that we should be focused on acquiring new technology (software/hardware) that would benefit our teaching and our students' learning so they can better meet their student learning objectives. Furthermore, upgrading of existing technology should be built into the maintenance cycle of the IT department.
- Bruce proposed an Equipment Repair Report Form. However, after discussing the concept with Charlotte Koyanagi, dismissed the idea, as it seemed to complicate rather than streamline the request-for-repair process.
- Equipment repair requests should continue to be sent to Charlotte Koyanagi directly. We agreed, however, that there should be a way for the Division to prioritize tasks for those who complete the repairs.
- We should update faculty concerning what technology we currently have available. This idea was proposed after we discussed the possibility of acquiring more clickers. It was pointed out that there are several sets not being used. In addition, many faculty are unaware of NetOp software in the computer classrooms.
- We thought of emerging technologies that would benefit the learning environment:
 - Rebecca proposed acquiring microphones for the computer labs on the second and third floors.
 - Joy proposed lecture capture software in the classrooms
 - Joy proposed ipads or new laptops for faculty

- We will need an estimate of a budget to further assess our possibilities.

NEXT MEETING: To be determined

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