EL CAMINO COLLEGE
MINUTES OF THE TECHNOLOGY COMMITTEE MEETING
MAY 20, 2015

> The Technology Committee serves as the consultation committee for campus-wide technology planning. The committee evaluates needs, strategizes solutions, and develops recommendations for College technology. The committee monitors and evaluates implementation of the College Technology Plan.

Members Present: Irene Graff, Erick Mendoza, Dipte Patel, Virginia Rapp, Idania Reyes, Jean Shankweiler, Howard Story, Will Warren

PlanNet Recommendations
The committee discussed the recommendations from the PlanNet evaluation report related to the Technology Committee (TC).

4.3.1 - Refresh Objectives of the Technology Committee
PlanNet noted, "The purpose of the committee is no longer clearly aligned and attendance is inconsistent with some members reporting that contributions are perceived as ineffective." (p.7) The TC needs to redefine its purpose and how it differs from the Academic Technology Committee (ATC). PlanNet also found that when this committee does review and revise the Technology Plan annually, the work is "largely staffed out to the director of ITS and not necessarily backed by a more collaborative approach." The College was also advised to involve the TC in the review process of annual technology plans and budget requests.

It was noted by members that the current liaison relationship between the TC and the ATC works well. There are good rationales for both committees to exist. The TC is different in that it has a larger, more global look, is responsible for revisions to the Tech Plan, and could serve to vet issues before they move on for further consideration. We should clarify this role. It was suggested that a flowchart for review and decision-making be developed just for technology issues. I. Graff will send out a draft after the meeting. Members agreed that we should review our purpose and membership. One member suggested that we formalize our meeting process including the requirement of a quorum and recording of votes or consensus decisions. The TC will review and finalize its purpose and membership at this meeting.

4.3.4 - Reorganize other technology departments under the CIO
PlanNet recommended that two technology-based functions, Distance Education and Media Services, be moved under ITS. With respect to Media Services, the TC recognized the need for a unified HelpDesk for ITS and Media Services, and combining duties and knowledge. The TC recommends that the College establish an exploratory committee to determine the best solution.

Consultation Survey
The TC membership participated in a survey of all members of Consultation Committees to determine how well ECC is communicating and making decisions in a consultative manner. Surveys were collected and will be incorporated with all other committee surveys and reported back to the campus through each committee and on the planning webpage.

Committee Membership
The TC discussed the need for better representation and more consistent attendance. The following members/representation were recommended:
- ATC liaisons

- Reps from each Consultation group (Staff, Police, Faculty, Managers, Students, Confidentials)
- Academic Senate
- Counseling & Student Services (to represent student services)
- SSSP
- Special Resource Center
- Planning
- Learning Resource Center
- Student Equity
- Professional Development
- Media Services & Distance Education
- IT (CTO, Don Treat equivalent)
- Academic Affairs
- Compton Center

Many, but not all, of these are current members of the TC. Most problematic is an instructional faculty rep since Pete Marcoux (VP, Academic Technology) is unable to attend the meeting.

Committee Purpose Statement
The TC reviewed and revised its Purpose Statement as:

The Technology Committee serves as the consultation committee for campus-wide technology planning. The committee evaluates needs, strategizes solutions, and develops recommendations for College technology. The committee monitors and evaluates implementation of the College Technology Plan.

This statement will now appear in the Making Decisions document.

Future Committee Goals
This and other agenda items were table until the next meeting.