<div align="center">

EL CAMINO COLLEGE
MINUTES OF THE TECHNOLOGY COMMITTEE MEETING
SEPTEMBER 30, 2015

</div>

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

Members Present: Irene Graff, Philip Lantz (for Idania Reyes), Noreth Men, Virginia Rapp, Howard Story, Will Warren

Members Absent: Erick Mendoza, Rudy Ramos, Idania Reyes, Claudio Vilchis

Recorder:　　　Laurie Linka

The Technology Committee meeting was called to order at 2:12 p.m.

Faculty Laptops
Demos will be available soon for testing the new laptops. L. Mednick will coordinate the demo sessions for Staff Development. Prior to testing, an informational letter will be sent to faculty, detailing the options that will be available (laptop vs. tablet). Also included in the communication will be instructions on returning their old laptop. The committee discussed the question of whether ITS would be copying files from the old computers. This is a time-consuming process. Once faculty have reserved their new device, they will be asked to remove their own files, or schedule an appointment with ITS to do so. No personal files will be copied – only files under My Documents and business-related files will be copied.

The committee discussed Mac computers. Macs will not be one of the available options, although some faculty have expressed a desire for a Mac. Macs have been available through grants, and have been purchased for some programs. Macs are not required in some divisions; however, a Mac lab is being built through a STEM grant. Through Perkins funding, three IMacs will be allowed for three full time Computer Science instructors.

The committee discussed Phase I of the PlanNet recommendations. The $3 million allotted for expenditures covers Phase I. According to W. Warren, there are four positions out now: Help Desk (two positions); a security position, at a supervisory level, reporting to the management structure; and a lab specialist. It was noted that the Help Desk hours are expanding due to early and late classes. There will be better overlap in ITS, with lunches being staggered, due to noted spikes during lunchtime.

Activities necessitated by the PlanNet report include conducting surveys of all the buildings to determine cost. This includes review of floor plans, dimensions, and square footage. Facilities has been reviewing historical records. There was a question as to whether the $3 million allotment includes Wi-Fi. This will need to be assessed by PlanNet. There are issues in some of the older buildings where two different Wi-Fi systems exist. The plan is to convert these areas from old devices to new. This will also be addressed by PlanNet. The assessment will give us what we need to budget. It was noted that the Administration building was part of this assessment. The committee will review the Phase I section of the PlanNet report at the next meeting.

Making Decisions Document – follow up
- **Review Purpose Statement**
  - The current Purpose Statement was reviewed, discussed, modified and approved, as follows:

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

- **Conduct Evaluation of 2014-15**
  - I. Graff presented an Annual Evaluation template. This follows the Making Decisions Document. It evaluates the committee's purpose and annual goals. It shows accreditation, which indicates we are measuring the work we do. Basically, we are grading ourselves. There was discussion about customizing the evaluation for College Technology. We may want to create a smaller survey that reflects this committee – the current one reflects us and asks the right questions.

- **Set goals for 2015-16**
  - It was suggested we look at what was developed in the spring, and determine if that is still applicable. By the next meeting, we should have the results of the evaluation, and we should also compare last year's goals with next year's goals.
  - There was discussion regarding the composition of the committee. We need to reach out to different departments around campus, as we need representatives from various areas. Suggestions included Admissions and Records, Counseling, Financial Aid, SRC, Staff Development, Student Equity, Staff representatives, ASO student representative, Facilities.

The committee discussed the start time for the Technology Committee meetings. It was agreed that 2:00 p.m. was appropriate.

The meeting was adjourned at 3:06 p.m.