

EL CAMINO COLLEGE
MINUTES OF THE ACADEMIC TECHNOLOGY COMMITTEE MEETING
NOVEMBER 13, 2012

The Academic Technology Committee is a sub-committee of the
College Technology Committee and the Academic Senate that
focuses on the academic technology needs of the college.

Members Present: Lyn Clemons, Gabriella Fernandez, Pete Marcoux, Soshanna Potter, Virginia Rapp, Howard Story, Don Treat, Francine Vasilomanolakis, John Wagstaff

Members Absent: Francis Baylen, Dawn Charman, Richard Ciampa, Susan Dever, Alice Grigsby, Dwayne Hayden, Lyman Gin Hong, Donna Manno, Noreth Men, Dave Murphy, Stephanie Rodriguez, Sabra Sabio, Margaret Steinberg, Michael Wynne

Recorder: Laurie Linka

The Academic Technology Committee meeting was called to order at 12:54 p.m.

Student Technology Survey

Several faculty across campus were selected to conduct initial student surveys. Committee member/instructor S. Potter remarked that the survey she administered went smoothly, with no issues or questions from the students. A faculty member who was selected to administer the survey to her classroom questioned P. Marcoux prior to this meeting if this process was coming from Administration. It was ascertained that this survey is entirely faculty-driven. P. Marcoux requested the committee to encourage their colleagues to return the completed surveys in a timely manner. V. Rapp is keeping the Council of Deans apprised of the survey proceedings. It was noted that the surveys will help accreditation.

Accreditation

The first draft of the accreditation report is due at the end of March, 2013. V. Rapp is working on the outline and evidence required for the report. It was noted that if plan building is right, the evidence should be there. Members of the ATC were advised they would be on the member list for the accreditation committee for Standard 3C; however, it was confirmed that accreditation issues would be covered during ATC meetings. H. Story will be assisting V. Rapp on Standard IIa regarding Distance Education.

Vendor Fair

At this time, P. Marcoux opened a discussion regarding the 2013 Vendor Fair. This will be held on March 29, 2013, from 8:00 am to 2:00 pm. It was suggested that one committee be formed, with members working on various aspects of the fair. Vendors must be located, and faculty need to be recruited for workshop presentations. A discussion commenced regarding the schedule for the fair. The following issues need to be addressed:

- Vendor set-up

- Registration
- Introductions
- Refreshments
- Workshops – how many?
- Vendors – how many?
- Faculty & vendor presentations
- Keynote speaker
- Vendor drawing
- Volunteers

Three rooms plus a “Vendor Hall” will be utilized. It was determined that the workshops should be approximately 45 minutes in length, with time afterward for networking. Information from and presentations by the vendors are important, but should not morph into infomercials.

D. Manno will determine the layout of the rooms, depending on how many vendors will be participating.

A tentative schedule for the fair was discussed:

- 8:00 am – 8:30 am
 - Vendor registration
 - Coffee & donuts
- 8:30 am – 11:30 am
 - 1st and 2nd Workshops
- 11:30 am – 1:00 pm
 - Keynote speaker
 - Lunch
- 1:00 pm – 2:00 pm
 - Final workshop

There was discussion on vendor parameters:

- The fair is faculty/student centered
- The vendors are not there to “sell” to us
- We want to know what they are selling to their customers
- Vendors could bring in sales support personnel

J. Wagstaff and D. Treat are working on vendor contacts, and it was agreed that P. Marcoux should invite Mr. Dean Florez, who heads The Twenty Million Minds Foundation, as a possible keynote speaker. The foundation’s mission is to increase educational access and foster academic success by reducing the obstacles associated with the high cost of academic textbooks and related materials.

It was decided that a theme was needed for the vendor fair, and the committee members were asked to send their ideas to P. Marcoux and V. Rapp by December 3rd. Once a theme is chosen, “Save the Date” notices can be sent out. Also, it was determined that the committee should meet over winter break to discuss details of fair, and schedule a brainstorming session upon return (week of January 13th was suggested).

The meeting was adjourned at 1:47 p.m.