Academic Technology Committee (ATC)
Minutes
June 6, 2003

Attendees: Lucinda Aborn, Francis Baylen, Don Brown, Maria Brown, Susie Dever, Joe Georges, Dwayne Hayden, Tom Jackson, Bob Lewis, Dave Murphy, Jim Noyes, Annette Owens, Donna Post, Louis Sinopoli, Howard Story, Evelyn Uyemura, Michael Wynne

Next Meeting: Tuesday, June 24, 2003 – 1:00 PM - 2:30 PM
Library 102

The Minutes of the May 2, 2003 meeting were approved as written.

The first item on the agenda was a discussion regarding the amount that the ATC will recommend to be set aside for software acquisition during 2003-04. That recommendation will go to the College Technology Committee and also to the Council of Deans. Software acquisition falls into 3 categories: 1) ongoing licensing and maintenance agreements, 2) software upgrades/replacements to be installed on upgraded computers, and 3) essential new titles and expanded license coverage.

Using the information gathered to date through the software survey, the amount that the college should set aside for software licensing and maintenance agreements in 2003-04 appears to be at least $111,500. It was noted that this figure is for currently installed applications whose funding sources have disappeared and it does not include items for HSA, the Inglewood Center, and software that will be purchased with VATEA funds.

It was agreed by the committee that a factor of $25 per station for each new computer should be added to what is required to replace software on upgraded computers as a reserve fund. This reserve fund will be used to cover costs of software that cannot be identified in advance of installation and should be distributed through the Academic Technology Committee.

A very limited number of applications have been identified to date that fall into the category of new or expanded license purchase. Primarily these are utility products such as DeepFreeze or VirtualCD that will result in significant labor and cost savings.

Susie will try to contact staff of ECC programs from whom we have not yet received complete information and hopes to finalize software acquisition figures next week.

Joe Georges and Susie Dever discussed the “Collaborative Website Management Model” that had been sent to ATC members before the meeting. An earlier version was discussed at the last ATC meeting. Susie and Joe had met with Ann Garten in Public Information and learned that Ann has been given jurisdiction over the ECC website, except for transactions such as student
registration that remain ITS responsibilities. Joe stated that Ann suggested we broaden the model to include the entire campus website rather than just academic portions of it. On June 5 the revised plan was presented to both the College Technology Committee (CTC) and to the Planning and Budget Committee. Some members of the latter expressed support, but both groups will need time to review this proposal. If the concept is accepted, there may be some funding available from grants. The software costs are not known at this time, but could possibly run $16,000 or so. An estimated $12,000 would be needed for staffing costs, which could be students or part time staff members. Additional dollars for full time employees will be out of the question in these troubled financial times.

Some comments and thoughts about the ECC website shared during the meeting:

- It was mentioned that the Campus was going to adopt a web portal system, using Academus software.
- Annette Owens is currently spending 40% of her time working for Public Information as a web designer.
- A task force made up of Pat Caldwell, Ann Garten, Alex Kelley, and Donna Manno is working on recommendations for a new approach to the ECC website. Lucinda Aborn commented that neither the ATC nor the College Technology Committee had been informed about the formation of this task force.
- Donna Post reported that she had a choice of the Dell operating system or the standard ECC campus operating system when she received her new computers. She chose the campus operating system because peculiarities of the Dell OS interfere with the specialized software that is run in her labs.
- The campus-wide survey that Steve Fasteau recently sent out was discussed. It was generally agreed that it was difficult to respond to – for one thing because the answers did not provide adequate options for responding. A suggestion was made to request the results of the survey as well as the comments that were sent separately by survey participants.

It was agreed that the ATC-originated website model needs to be made known across campus, and especially with those who are familiar with websites. In an effort to publicize the plan, it was suggested that email be sent to the faculty and other ECC listservs, briefly describing the plan.

A motion was made to accept the current plan as a draft proposal and to request input on it from the campus community. The motion was seconded and approved without dissent.

Lucinda Aborn made two suggestions, which were in the form of motions:

1. The ATC needs to be recognized as a participant in this process and should ask for collaboration and consultation with the task force.
2. ECC needs to follow campus protocol and to give the whole campus a voice in deciding what kind of website approach should be adopted.

The motions were seconded and, after discussion, were unanimously approved, with the understanding that the ATC co-chairs would follow up on these in an appropriate manner.

Lucinda further commented that stronger language was needed regarding 508 compliance.

Don Brown, a member of a joint District-ECCFT subcommittee on technology, visited the meeting and informed members about the issue of online office hours and a proposal to change the language of the faculty contract. Currently it is up to division deans whether or not a faculty member can hold online office hours.

Joe stated that the College Technology Committee completed review of strategies in the existing College technology plan on June 5, but that the ATC has only reviewed strategies for Goals 1 and 2. We will commit a full session to the remaining strategies and to implementation steps at our June 24 meeting in order to provide input to the CTC.