**Ventura College Technology Advisory Group**

DRAFT-Meeting Minutes 2018-19 Academic Year

Monday, January 14, 2019, from 2-3:30PM, CCCR

Present: Grant Jones, Kaela Casey, Ken Drake, Matthew Moore, Preston Pipal, Yia Vang, Dan Walsh, and Dan Watkins

Handouts: VC Program Review Process-Technology Request Ranking Rubric (computer related); 2018-19 Program Review Technology Requests with Program and VP priorities at 11/1/18, as displayed on screen.

Recorder: Maureen Jacobs

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| **Agenda Item** | **Summary of Discussion** | **Action** |
| **Call to Order** | Grant called the meeting to order at approximately 2:00 p.m. |  |
| **Approval of Minutes** | The minutes dated December 6, 2018, were reviewed and approved by consensus. |  |
| **Program Review 2018-19 Rubric Ranking-Grant Jones** | Grant continued our group’s review of the Program Review Technology Requests.Our group discussed initiatives’ points and weight from numbers 19013 to 190331. We will continue at the next meeting on January 22, 2019
2. Several initiatives were reclassified to Tech Refresh including:

Numbers 18, 21, 22, 24, 25, 261. Number 18 was reclassified as an I.T. Repair.
2. Smart classroom upgrades should require a budget based on what is required. Tech Refresh usually estimates 5 per fiscal year.
3. Number 19: The math department would like to provide instructors with Apple products. This is a “place holder” as Grant expects funding from a categorical source.
4. Number 20 requests a 75 seat computer lab. There is a lab across the hall as one in ELC. VC needs to better utilize existing labs.
5. Number 23 is at VCEC and is being completed. Remove from list.
6. Number 27: Visual Arts wants to purchase a large color printer for a computer lab that is next door. There are other printers available.
7. Number 28 is a request for Wacom tablets in MAC-205. They created a lab on their own and now need more tablets.
8. Number 29: Check to see if the same as Number 14. If so, same comments and ranking.
9. Number 30: May be to replenish inventory. Check.
10. Number 31 concerns the Diesel lab. No notes.
11. Number 32: Grant will speak with Eric Martinsen. This is for footnote formatting styles. There may be free services.
12. Number 33: This is to convert Ken Drake’s room into a lab. Ken didn’t know anything about it. Room 341 has a lab
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| **Adjournment/Next Meeting** | Grant adjourned the meeting at 3:20 p.m. The next “ranking” meeting is January 22, 2019, from 2:30-4:30pm |  |