VENTURA COLLEGE <u>Technology Committee Minutes</u>

Campus Center Conference Room September 9, 2013

Present: Connie Baker, Ken Drake, Christopher Frederick, Dave Fuhrmann, Ayanna Gaines, Sandy Hajas, Grant Jones, Dave Keebler, Gwen Lewis-

Huddleston, Victoria Lugo, Michael McCain, Denise Pope, Scot Rabe, Erica Tartt, Via Yang

Recorder: Maureen Jacobs

	Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
1.	Introductions	Members introduced themselves and shared information about their specific staff assignment. Previous minutes, 04/08/13 were approved without correction.			
2.	Summer Technology Projects Update	 Lync installation was a very big project and consumed a lot of I.T. resources and time this year. It is mostly complete and fine tuning and training is ongoing. 	Complete Lync installation	12/13	I.T.
3.	Accreditation	 Develop committee goals that tie into the district's 2014-17 plan Show evidence (agenda, minutes, review). Review service levels, appropriate staffing, develop benchmarks and metrics. Validate inventory adding remaining life to run a replacement list and include student contact time (The Beach). 	Send out strategic plan to committee members	10/13	Grant Jones
4.	Lync VOIP Phone Project Update	 Lync is substantially complete. The last big push is to roll over 6400 and 6300 numbers. Dave Fuhrmann added that a "red phone" will be installed in strategic areas around campus and will be a direct line to the campus police office and or dispatch. 			I.T.
5.	Scantron	 They do not sell the current (1970) machines. Deans and faculty tested new machines and selected. New machines: Run like old ones but include electronic transfer and auto feed. They can be expanded to include data analysis. Form change is needed and VC is spearheading changes, redesigning tests. Training for new machines begins in November so that we can go live Spring 2014. DAC has a software site license and can create their own 		11/13	DAC-Training

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Guthrie Hall's audio and visual system was upgraded during the summer. It is a dedicated system.		08/13	Lester Tong
CRC 201 is being renovated for increased student numbers and audio visual improvements		10/13	<i>1.T.</i>
The Transfer/Career computer center is being upgraded		09/13	<i>1.T.</i>
Re-cable Economic Development and PC Lab, upgrading wiring.			<i>1.T.</i>
 Program Review: Planning for FY15 Dave Keebler explained Program Review process Last year we funded \$273,000. This year we will decide how much for Tech Refresh and then find out what is available for Program Review initiatives Document Imaging (Victoria Lugo asked where we are.): Dave Fuhrmann said we are in the process. Three teams are assembled to work with Financial Aid and A & R. A & R will import current scanned documents and convert to the new program. Mileage, travel and finance forms that are on paper now will be automated. DAC will be on site 10/9 and 10 to train. 		11/13	Grant Jones and Dave Keebler District I.T.
 Moorpark College I.T. is piloting a new work order tracking system. This system is called Net Help desk and includes "SLA" features that will track service level response times. Ventura and Oxnard Colleges might adopt this system at some point in the future. Mobile apps: Interface to SBO, Desire to Learn, Maps, Apple, Android and Windows (not Blackberry). Sandy Hajas said they could use it for textbook lending. Faculty will be able to communicate directly with students, i.e. to cancel classes. Monday, October 14, 2013 			
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