

**VENTURA COLLEGE**  
**DRAFT - Technology Committee - Minutes**  
**Campus Center Conference Room**  
**December 14, 2015**

**Present:** Grant Jones, Michael Moore, Rebecca Russell, Yia Vang

**Recorder:** Maureen Jacobs

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<b>Previous Meeting Minutes</b>	The 10/12/15 minutes were not discussed.			
<b>Inventory</b>	<ul style="list-style-type: none"> <li>Concerning inventory, Grant told the committee that we have a database that has not been updated since 2013. We need to update so that our cost of ownership is current.</li> </ul>			
<b>Program Review Update</b>	<ul style="list-style-type: none"> <li>Grant reviewed the new list of Program Review initiatives. He explained how some specific initiatives are program review, some have other funding, some have been split 1/2 this year and 1/2 the next. He will send a revised list.</li> <li>Grant needs to have a contact person for each initiative.</li> </ul>			
<b>Applied Sciences Building Update</b>	<ul style="list-style-type: none"> <li>Audio Visual contractors will be coming out to review any problems.</li> <li>There is a problem with locking inside and outside doors.</li> </ul>			
<b>Develop VHS transition plan</b>	<ul style="list-style-type: none"> <li>VHS is being transitioned to DVD or cloud storage. Grant will draft a memo.               <ol style="list-style-type: none"> <li>The VHS tapes are old.</li> <li>If you are using media during your classes, it needs to be compliant with closed captioning.</li> <li>I.T. cannot provide VHS technical support as of a certain date.</li> </ol> </li> </ul>			
<b>Accreditation Update</b>	<ul style="list-style-type: none"> <li>Robin Calote is putting all of the accreditation contributions into one voice.</li> </ul>			
<b>Progress on the new technology master plan (2016-19)</b>	<ul style="list-style-type: none"> <li>The PRT Team noted that the Technology plans are done in "silos". Facilities and Technology plans need to be synchronized and integrated. Currently we are waiting for the district's Educational Master Plan so that our Facilities and Technology plans reflect it.</li> </ul>			
<b>Next Meetings</b>	<ul style="list-style-type: none"> <li>February 8, 2016, March 14, 2016, April 11, 2016 and May 9, 2016</li> </ul>			