**Ventura College Technology Advisory Group**

DRAFT-Meeting Minutes 2018-19 Academic Year

Thursday, December 6, 2018, from 1-2:30PM, CCCR

Present: Grant Jones, Chloe Branciforte, Kaela Casey, Matt Moore and Dan Watkins, Assoc. Vice Chancellor, Information Technology

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 1:00 p.m. |  |
| **Approval of Minutes** | The minutes dated October 8, 2018, were approved by consensus. |  |
| **Emergency Broadcast System Update** | Dan Watkins explained that the district’s Emergency Broadcast System would be out for an RFP (Request for Proposal) in January. It will include something in each classroom, two-way speakers, clocks, video, and the project’s infrastructure. It will be done in phases. There is $3-5 million set aside for this one-time budget, plus an annual amount for upkeep and software. |  |
| **Program Review 2018-19 Rubric Ranking-Grant Jones** | Grant reported to our group the following:   1. The group’s ranking is due by February 28, 2019. 2. He added a unique identifier to each of the approximately 48 initiatives. 3. He reviewed and explained the rubric by trait and weight. 4. Our group discussed initiatives’ points and weight from numbers 19001 to 19012 5. We will continue at the next meeting on January 14, 2019 |  |
| **Adjournment/Next Meeting** | Grant adjourned the meeting at 2:20 p.m. The next meeting is January 14, 2019. |  |