

Modesto Junior College
CTC Meeting Minutes

January 15, 2013

Approved Minutes

Co-chairs: John Zamora, Nadia Vartan

Present: John Zamora, Ellen Dambrosio, Dale Phillips, Michael Guerra, Leslie Collins, Shelton Patterson, Michael Sundquist, Michael Smedshammer

Absent: Josh Hash, Larry Scheg, Pedro Mendez, Laura Maki, Mel Ainsworth, Shamiran Pourelyas, Timothy Vaughan, Jenni Abbott, Arnold Chavez, Scotty Gonser, Nadia Vartan, Pamela Aguilar, Will Lotko, Carol Ellis, Nancy Backlund, Yoseph Demissie, Francisco Banuelos

Approval of Agenda

The agenda was unanimously approved by the committee.

Approval of Minutes

Due to low attendance, the approval of the minutes from December 4, 2012 will be postponed until the next meeting.

Technology Plan Action Timeline

The key players involving action items 2.2a and 2.2c are not present today; however, some discussion involving new technologies occurred. There will be an NSF grant focus in March and we discussed some potential new technologies that could be brought on campus if this grant is funded. Some items discussed were: touch devices, Windows 8 devices, Visual Studio, Web Matrix 2, Popcorn Maker and Symbaloo.

Technology Request Form

The process for approving technology requests is in place. Currently, the process is to submit a requisition through Datatel, have the supervisor approve it then pass it off to Nadia for her approval. She then sends it to Michael Guerra. However, there needs to be a process in place before the Datatel requisition is submitted. The Media and Technology Services group needs to be part of the planning, research and recommendation process for technology purchases before the requisition is placed. New technologies that affect a large group of people should be tested collaboratively in a proof of concept manner with total cost of ownership being considered. Overspending on technology needs to be stopped, such as purchasing an expensive Smart board as a simple video projection unit.

Action Item:

- [Discuss technology request process and proof of concept with Dr. Stearns](#)

WHO: Michael Guerra

WHAT: Before a requisition is placed, Media and Technology Services should be involved in the planning, research and recommendation process of new technology purchases.

Michael is still trying to establish a line item in the college budget for technology purchases. This is ideal so requests can be tracked. The centralized list generated by Program Review that was prioritized by the CTC went to the budget group for approvals. Some of the recommended items were funded.

We do not replace old equipment, we purchase new equipment. For example, old laptops are not replaced with old laptops; they will be replaced with new models.

Technology Budget Requests

There are no technology requests that need to be discussed with the CTC at today's meeting.

Other

Yoseph sent a note in his absence to today's meeting informing the group that the student email system will be upgraded the week of March 18, 2013. This particular week was chosen because it is typically lower in activity during the mid-semester timeframe.

Leslie asked if CTC is still recognized as a committee. At this point, the committee/council structure is still being discussed and finalized. Currently, the CTC communicates with the Instructional Council, Student Services Council and the College Council. All councils and committees are not decision making groups, they are recommending groups active in the decision making process.

It was asked what the current Program Review process is. Will this be done annually, every five years, etc.? With the new President, change will happen, so the cycle is in the process of being determined. The committee discussed the possibility that 20% of the college completes the Program Review process annually, which would refresh every area's Program Review in a five year cycle.

Michael Smedshammer reported that the change to the new BlackBoard has been fine. The new social networking features are nice; however there are still a few bugs in the system. The survey software built into the new BlackBoard is available for anyone to use and we should consider using it for our next survey. BlackBoard also has a free text messaging feature which is useful for instructors to pass along quick information to their students. Students will need to register their phone number in Blackboard in order to receive texts. The new calendar tool has excellent potential, but there are still some bugs. It was suggested this calendar could be used as a campus calendar to show holidays, finals, performances, etc.

Shelton reported that there have been some problems with the equipment in the new classrooms. There have been issues with the HDMI connections to the Ladibug document cameras in Founders Hall and Student Services. We are looking into this issue.

Michael Guerra commended Media and Technology Services on the hard work they have done and are still doing with all the moves, changes, setups of new classrooms, etc.

Next Meeting: Tuesday, February 5, 2013, at 2:30 p.m. in Forum 108.