

Modesto Junior College  
CTC Meeting Minutes

March 20, 2012

**Approved Minutes**

**Co-chairs:** John Zamora, Nadia Vartan

**Present:** Nadia Vartan, John Zamora, Dale Phillips, Carol Ellis, Scotty Gonser, Will Lotko, Francisco Banuelos, Nora Seronello, James Clarke, Michael Smedshammer

**Absent:** James Palmer, Josh Hash, Larry Scheg, Michael Sundquist, Pedro Mendez, Shelton Patterson, Timothy Vaughan, Michael Guerra, Laura Maki, Arnold Chavez, Mel Ainsworth, Shamiran Pourelyas, Pamela Aguilar, Ellen Dambrosio, Jenni Abbott, Yoseph Demissie, Nancy Backlund

**Approval of Agenda**

The committee reviewed the agenda and with no objections or additions. Nora moved to approve the agenda, Francisco seconded and the agenda was approved.

**Approval of Minutes**

The committee reviewed the minutes from the meeting held on March 6, 2012. John moved to approve the minutes and Dale seconded the motion. The minutes were approved.

**Update on Survey Questions**

Ellen mentioned in her survey covering items 1.3 and 1.4, it was difficult to list every area on campus. The instructional divisions were easy to list, but there are many non-instructional areas that need to be included on this list. Nora mentioned that even some instructional divisions are very large, and it may be beneficial to break these down even further. For example, BBSS alone has 17 separate departments. For this year's survey, however, we decided to keep it simple by not being so specific with the departments. They will appear in alphabetical order and we will allow for an "other" field just in case one of the campus areas is not covered.

Nadia's group will work on the survey addressing item 1.1 after the results of the above mentioned survey have been received and evaluated.

Nora and Michelle will put together a survey using Survey Monkey this week.

**Action Item:**

- [Send final draft of survey to Nora to be entered into Survey Monkey](#)

**WHO:** Ellen Dambrosio working with Nora Seronello

**WHAT:** Survey to address 1.3 and 1.4

**WHEN:** By April 3, 2012

**Distance Education Plan**

Our connection with the DE Advisory Committee and the DE Plan should be strong. We should advocate their plan. The Technology Plan should complement the DE Plan and the DE Plan should complement the Technology Plan.

**Action Plan Timeline**

The committee took time to go through each action item in our Technology Plan and revised it as necessary. As this is a living document, most of the dates changed and some items marked as complete or established.

Francisco discussed that in action item 2.1d, the CTC should help support the efforts of a grant if they involve technology. For example, if a DE grant is given to MJC, the CTC should be connected to that grant and working with DE to help support the technology portion of the grant.

Ellen asked about the Technology Task Force. Who are they and should they be a subset of the CTC? This group is smaller, nimble, quick moving and decisive when it relates to decision-making about technology. John asked that we add this to a future agenda.

**Action Item:**

- Add to future agenda a discussion about the Technology Task Force and their relation to CTC.

**WHO: John Zamora**

The possibility of having a joint DEAC and CTC meeting was discussed. Jim will bring this up at the next DEAC meeting and follow up with us.

**Action Item:**

- Ask DEAC if they would be interested in a joint meeting with CTC.

**WHO: Jim Clarke**

Nora, along with many others, is still curious about how one-time funds for technology were allocated to MJC. Who was funded, why were they funded, how much was given, etc. Nadia said that the priority list we provided was used for allocating \$100k for technology. However, this was cut down to \$30k because of the current budget crisis facing MJC. The CTC would like to see the list of funded technologies.

**Action Item:**

- John and Nadia to meet with Michael Guerra to obtain a list of technologies purchased by one-time funds.

**WHO: John Zamora and Nadia Vartan**

The spreadsheet pulled from PRNet that we used to prioritize technology requests can be updated once we receive the list of purchased items from Michael Guerra.

### **CTC Technobytes**

John brought a draft of the first CTC Technobytes to be sent out to everyone at MJC. It's an introduction of the CTC and explaining that CTC Technobytes will be sent out periodically with technology-related information.

The second CTC Technobytes will be a head's up to MJC that a survey will be coming out. The third will be a follow-up of the survey results.

Will Lotko mentioned that the HelpDesk also sends out Technobytes and wondered if this is exclusive to the CTC. Should we combine the CTC Technobytes with the HelpDesk Technobytes? At this point, we will keep them separate and see how it plays out. In time, if we need to merge the two, we can.

**Next Meeting:** Tuesday, April 3, 2012, at 2:30 p.m. in Yosemite 213.