

Modesto Junior College
CTC Meeting Minutes

April 24, 2012

Approved Minutes

Co-chairs: John Zamora, Nadia Vartan

Present: Will Lotko, Ellen Dambrosio, John Zamora, Nora Seronello, Nancy Backlund, Arnold Chavez, Shamiran Pourelyas, Timothy Vaughan

Absent: James Palmer, Josh Hash, Larry Scheg, Michael Sundquist, Pedro Mendez, Shelton Patterson, Michael Guerra, Laura Maki, Mel Ainsworth, Yoseph Demissie, Nadia Vartan, Dale Phillips, Carol Ellis, Scotty Gonser, Francisco Banuelos, James Clarke, Michael Smedshammer, Pamela Aguilar, Jenni Abbott

Approval of Agenda

Without objection, the agenda for the meeting was approved.

Approval of Minutes

The committee reviewed the minutes from the meeting held on April 3, 2012. Nancy moved to approve the minutes. Ellen seconded the motion. Without objection, the minutes were approved.

Update on Survey Questions

There were exactly 100 responses to the technology training survey. We will keep the survey open until May 7, 2012, and send out another reminder to take the survey. Nora brought printouts of the survey results to date, and asked for feedback if you observe anything that should be included in the final analysis. It was mentioned that somewhere in the final analysis, we should state that if there was no response from an individual, we understand that to mean they need no technical training.

We noticed the barriers to attending technology trainings. Scheduling seemed to be a recurring barrier to attendance. It was suggested maybe we block out a day just for technology training so individuals can get it on their calendar a month or more in advance. We can then fill in the training day with various opportunities. We should close the campus on that day so that everyone will have the chance to attend.

Staff Development Website

Nadia is the administrator for the new Staff Development Website:

<http://staffdev.sites.yosemite.edu/technology.html>. Nadia is collecting information from the Media and Technology Services groups to add to the site, but we also need CTC's input. Content is important, so email Nadia and Jennifer Ahlswede with content you would like to see added to this page.

Some of the things mentioned to be added to the page:

- Video trainings
- Handouts from other trainings offered on campus
- FAQs
- Feedback
- Documents (Tech Plan, DE Plan, surveys, etc.)
- Grants/opportunities
- Current news/trends
- HelpDesk/TrackIt
- Glossary

- Technology expert page (contact X for Outlook problems, Y for Excel questions, Z for OmniUpdate help, etc.)

The format of the home page should be simple with little text and more icons/pictures, similar to what a tablet/iPad looks like. We should play around with features, such as links, RSS feeds, Twitter, Facebook, etc.

We may want to consider forming a small workgroup to assist Nadia with constructing this new Web page.

Summer Schedule

During the summer, CTC will meet on the second Tuesday of each month from 10:30 a.m. to noon in Forum 108. Invitations will be sent out soon.

Other

It was mentioned that there is space available for file storage at the district for anyone who wishes to use a server as backup for their files. Contact Yoseph for more information on this.

Next Meeting: Tuesday, May 8, 2012, at 10:30 a.m. in Forum 108.