CITC Meeting Minutes

Members Present
- Linda Welz - Chair
- Leigh Buchwald
- Rosalinda Buchwald
- Patti Gonsalves
- Paula Green
- Lari Kirby
- Lan Hao
- Glenna Johnson
- Lois Papner
- Gerhard Peters
- Jim Pierce
- John Thompson
- Debbie Vanschoelandt

Handouts
- Copies of all the BP and AP documents were available
- Upcoming Meetings

Call to Order
Linda Welz opened the meeting.

Minutes
The minutes were approved as read.

Upcoming Dates
The committee decided to start the future meeting at 2:30 p.m.

Technology Policies and Regulations
We have been working diligently on our policies and procedures, but for this meeting we are going to put that on hold. Dr Perri has decided she is going through a review of all the policies and procedures over the next year or two. Our policy and procedures will be up for review next summer. She is using the California Community College League as a pattern for what we will be doing. Dr Perri is focusing on first on the Board of Trustee policies and regulations in preparation for accreditation. Linda is getting additional information from Pam Sewell to see just where we stand. As soon as she gets that information and we have more directions we will continue to work on what we have already pulled together.

Technology Plan
Starting today we are going to be discussing out next big task which is the Technology Plan that we need to have done by the end of the year. This committee will develop the plan. There is also going to be a group effort that Lan Hao and Irene Malmgram are heading up to develop an educational plan. Our plan is a little more direct. Linda is going to have the committee start working on it. She passed out copies of sample S.W.O.T. Strengths-Weaknesses-Opportunities-Threats and explained that this is the process we are going to use. It gives us a chance to define a set of factual criteria and about our college and our environment. We will go ahead and do our planning around those facts.

Our plan needs to be responsive to our customer basis on campus, administration, education, and student services. We also need some plans in mind to keep the infrastructure in good condition for technology to run. Linda wants this structured enough that we can actually make decisions using it. Informed budgetary plans and resource decisions.

Linda went over the S.W.O.T. analysis, providing examples, letting the committee know what her thoughts were and asking them for feedback. She explained how the committee will go about developing the S.W.O.T.

Our Technology Plan needs to be done before accreditation.

John asked how this related to program review. Linda said that’s different; program review is looking at how well we are providing our services.

Lan Hao brought up (AUO) Administrative Unit Outcome vs. (SLO) Student Learning Outcome, suggesting AUO as another approach.

Other
Linda discussed the need for additional representation from Faculty and Student Services.

Jim Pierce said he would find a copy of the master plan or at least a draft to share with Linda and the committee.

Linda and Leigh shared information about our network. They reported the success in the number students scheduling classes in one day, and the current needs and future needs of the network.

Linda provided updates on:
- Start of the fall session
- Financial Aid went live!
- CI Tracker is working in the labs. It is needed in order to document that students are doing their arranged hours.
- CCCApply is an online application program sponsored by the Chancellor’s Office. We are in the process of acquiring it. About three-fourths of the colleges are using it now.
- Student portals will be coming

The committee agreed to change the meeting time to 2:30 p.m. from now on. The dates remain the same.

The next meeting is **November 11, 2008 at 2:30 p.m. in AD 206.**