Citrus College  
College Information Technology Committee

CITC Meeting Minutes  April 21, 2009  Library Conference Room A

Members Present
- Linda Welz - Chair  Lan Hao
- Leigh Buchwald  Berenice Macias
- Rosalinda Buchwald  Joyce Miyabe
- Glenna Johnson  Lois Papner
- Dave Kary  Jim Pierce
- Lari Kirby  Debbie Vanschoelandt

Handouts
- CITC Strengths-Weaknesses-Opportunities-Threats
- S.W.O.T. Analysis
- Grossmont-Cuyamaca CCD Technology Plan 2005-2006

Call to Order
Leigh started the meeting and Linda Welz took over from Leigh.

Planning for the Technology Plan
Leigh explained that we need to look at the quad format of the S.W.O.T. Analysis areas, Leverages, Constraints, Vulnerability and Problems, and listing the Internal and External. If we prioritize the list then we can start planning. Some members preferred using the CITC Strengths-Weaknesses-Opportunities-Threats handout that provides more information.

Data accuracy of applications was a concern. More interfaces are needed. How the data is going to be corrected was discussed.

The committee needs to have a plan for next year to gear budget expenditures.

The committee was referred to page 7 of the Grossmont-Cuyamaca CCD Technology Plan 2005-2006 where they have listed their goals. It is a good example. They did a yearly update which would be good for us.

We need more redundancy in our network. Leigh explained what is meant by redundancy. It is needed for constant availability. It is an investment in the infrastructure. In the network replacement schedule this is listed in year 2, of the 5 year plan. After the 5th year we start all over. As an example we have many multimedia rooms where faculty are teaching and they are depending on their materials to be on the network and available.
Reporting for non-credit it has been very hard to get anything out of the system. We are talking about internal and external reporting. It was brought up that TeCS needs another person to handle the amount of reporting that is needed.

The need to keep up with current software upgrades. We don’t have a choice. We have to be compliant with other programs like CCCApply.

Technology Plan
The Technology Plan has to be finalized before the 1st of the year. If you all like the Grossmont-Cuyamaca CCD Technology Plan then I will just go with it. Linda looked at many plans at other college and chose this one to present to the committee. She explained the We will need our yearly goals, description of the advisory committee, history, and an overview. Linda needs to present at least a draft of the plan to the board in 2 months.

Program Review
The Technology department will up for a program review next year.

Linda thanked everyone for the extra meeting to get all of this done.

Adjourn
The meeting was adjourned at 3:30 p.m.

The next meeting is Tuesday, May 12, 2009 at 2:30 p.m. in the Library Conference Room A.