Citrus College
College Information Technology Committee

CITC Meeting Minutes  May 12, 2009  Library Conference Room A

Members Present

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
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<tbody>
<tr>
<td>Linda Welz - Chair</td>
<td>Lan Hao</td>
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<tr>
<td>Leigh Buchwald</td>
<td>Glenna Johnson</td>
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<td>Rosalinda Buchwald</td>
<td>Berenice Macias</td>
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<td>Patti Gonsalves</td>
<td>Lois Papner</td>
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<td>Paula Green</td>
<td>Gerhard Peters</td>
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<td>David Kary</td>
<td>Jim Pierce</td>
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<td>Lari Kirby</td>
<td>Debbie Vanschoelandt</td>
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Handouts

- Citrus College District Technology Plan 2009-2010 - draft
- SWOT Analysis
- Educational Master Plan 2009-2014
- Communications Planning Sheet
- Fiscal Transparency Strategic Planning Sheet
- Student Success Planning Sheet
- Student Learning Outcomes Strategic Planning Sheet
- CITC Purpose Statement 2008-2009

Call to Order
Linda Welz opened the meeting at 2:35 p.m. in the library conference room A.

Educational Master Plan
Linda introduced the nearly completed Educational Master Plan 2009-2014 and explained that it will influence the needs and goals of the Technology Plan. Linda and Lan have both worked on the Educational Master Plan committee.

The four college strategic goals of communications, fiscal transparency, student success, and student learning outcomes will be used in developing and updating the Technology Master Plan. The SWOT Analysis and the CITC Purpose Statement are to be included in the Technology Master Plan.
Technology Plan 2009-2010
Linda presented the draft of the plan and explained it is a living document that will be evaluated and updated every year. She walked the committee through the document and noted that while it is being completed at the end of this year, the committee will work on the updates earlier next year. She briefly talked about page 4 Background, and encouraged the members to read it. The Planning Overview, page 3, will be defined and prioritized as the plan is developed.

Advisory Committee
The Advisory Committee, page 6, is the (CITC) College Information Technology Committee.

Campus-wide technology needs will be reviewed for several areas. Educational technology will consider equipment and software in classrooms and labs. Network infrastructure technology is everything that keeps operations and support going, such as the server room. The web provides multiple areas for communication.

The committee discussed the Strategic Plan Objectives, page 9. Berenice asked about desktop video conferencing. Leigh said that is already starting with the Stem Grant. The initial intent is district tutoring online. Jim Pierce brought up LAUSD television channel 58 that offers homework help. There are some requirements coming from the Educational Master Plan for distance education. The reality is that we have minimal discretionary funds and maintenance and upgrades are required on all of the computers and the network, etc.

Planning Timeline
The committee determined they need to set actual dates for meeting the objectives for the plan for next year. The committee discussed each objective in order to establish a date. Next year when Lan does the campus survey Linda would like to include more questions about technology. While discussing the budget requests, Jim Pierce asked if there is a central location for grants, so we know when they are being submitted and when they are awarded. Linda said money from TeCS, categorical, instruction and grants influence how much money is available to accomplish what need to be done in technology. An example is the music and business departments put their money together to create a MAC Lab.

Goals
Linda directed the committee to the Goals, page 8. The committee liked the different. Committee members are to submit to Linda their goals to be added to the page. The most important thing the committee can do is set the goals for technology. The committee discussed some of the areas where more information was needed.

A final draft can be ready for the next meeting.

The meeting was adjourned at 3:40 p.m.

The next meeting is Tuesday, June 9, 2009 at 2:30 p.m. in the Library Conference Room A.