Members Present

Linda Welz - Chair
Leigh Buchwald
Tamara Dubuni
Patti Gonsalves
Paula Green
Lan Hao
Dave Kary
Jim Lancaster
Steve Lindsey
Joyce Miyabe
Lois Papner
Jim Pierce
Gerhard Peters
Greg Rizk
Debbie Vanschoelandt

Handouts
- CITC Purpose Statement
- Meetings Scheduled for 2009-2010
- Minutes of the June 9, 2009 meeting
- Citrus College Disaster Recovery, Business Continuity and Network Redundancy Plan

Call to Order
Linda Welz opened the meeting at 2:30 p.m. in the library conference room A.

Welcome
Linda welcomed the new members to the committee. Sean Cookmeyer will not be a member of the committee.

Minutes
The minutes of June 9, 2009 were approved.

Purpose Statement 2008-2009
It defines the purpose of the committee for the year. There is a new book on the internet it is Organization and Governance Handbook. The CITC Purpose Statement is included. The function of the CITC committee is to overview policies and computer technology for the campus. Linda gave the new members an overview of what the committee has done and then what will be needed in the future. She asked the committee to review the timelines to see how much we have accomplished.

CITC Planning Agenda for 2009-2010
Linda reviewed the CITC Planning Agenda month by month explaining the tasks. She would like the committee’s input on survey questions for technology at the next meeting. Lan offered to
help, and to have copies of sample surveys at the next meeting. This year a Technology Program Review will be required. The results from the surveys can help in preparing the report. Once again the committee’s input will be needed. There may be more procedures and policies needed, but they are not on the agenda yet.

**Updating the Purpose Statement 2009-2010**

Linda asked if the committee would like to change or add any items to the Purpose Statement for 2009-2010. Following are the recommendations.

The committee discussed how instructional technology is addressed in the plan. It was suggested to redo the first paragraph to read:

> The purpose of the College Information Technology Committee (CITC) is to develop, oversee, and review district policies and planning efforts pertaining to the use of instructional and information technology at Citrus College.

Additional suggestions:
- Develop Update the District Information Technology Plan.
- Conduct research, formulates strategies, and makes recommendations in whole or by subcommittee relative to district technology matters.
- Participate in Program Review for TeCS department.
- Develop technology questions for all staff surveys.
- Respond to technology recommendations by accreditation team.

Add to the Day/Time of meeting – Second Tuesday of the month at 2:30 p.m.

The committee moved and approved the changes to the Technology Plan for 2009-2010. M/S/A Paula and Jim

**Technology Plan 2009-2010**

Linda went through the plan explaining how it is to be used by the committee and TeC Services. The committee discussed the plan. Linda asked the committee to review it before the next meeting.

**Citrus College Disaster Recovery, Business Continuity and Network Redundancy Plan**

Leigh gave a brief overview of the Disaster Recovery, Business Continuity and Network Redundancy Plan that he prepared. The draft is online on the intranet and Leigh will email a copy to the committee members before the next meeting. Once the plan is approved it will go to the Emergency Planning Committee.

Linda asked if there were any other items, hearing none, she thanked them all and adjourned the meeting.

The next meeting is **Tuesday, October 13, 2009 at 2:30 p.m. in the Library Conference room A.**