Members Present

Linda Welz - Chair  
Leigh Buchwald  
Rosalinda Buchwald  
Tamara Dubuni  
Patti Gonsalves  
Paula Green  
Lan Hao  
Glenna Johnson  
Dave Kary

Lari Kirby  
Jim Lancaster  
Joyce Miyabe  
Lois Papner  
Gerhard Peters  
Greg Rizk  
Debbie Vanschoelandt

Guests Present

Dr. Bonnie Ann Dowd, Accreditation Team Member
Dr. Sean Chamberlin, Accreditation Team Member

Handouts

- Disaster Recovery, Business Continuity, and Network Redundancy Plan
- Williams College Staff Survey on Technology
- Student and Information Technology in Higher Education 2009 Survey Questionnaire
- Technology Metrics Questionnaire - Students Minutes of the June 9, 2009 meeting
- Technology Metrics Questionnaire - Staff
- Technology Metrics Questionnaire - Faculty
- Minutes of the September 8, 2009 meeting
- Technology Plan 2009-2014

Call to Order

Linda Welz opened the meeting at 2:30 p.m. in the Library Conference Room A.

Welcome

Linda welcomed the guests and had the committee members introduce themselves.

Minutes

The minutes of September 8, 2009 were approved. MSA Lois Papner/Paula Green

Review Disaster Recovery, Business Continuity, and Network Redundancy

Linda pointed out on page 18, the order in which we have to do the recovery, what is essential to get back up and running. Linda and Leigh answered questions that were brought up by the committee members. Leigh explained the difference between the critical, essential, important,
and convenient (page 18). Video conferencing will be added as essential. The Disaster Plan is a living document, changing all of the time. Leigh will bring it back to the committee every year. Leigh mentioned that we will be bringing in a new telephone system in November – December, so that will change. On page 27 Pandemic Planning was added. Leigh gave example of what needs to be examined. Telephone service will probably hold up the best. This needs future consideration. The contact information will be completed and kept in the vault.

MASA Jim Lancaster/Rosalinda Buchwald.

Testing and Survey Instruments

Everyone received copies of the different questionnaires from other colleges to review. Lan sends out the CCSSE Test every 2 years. The All Faculty and Staff survey is done every 3 years. In preparation for the Technology Program Review due in the spring, Linda would like to send out a separate survey asking Technology related questions. Linda asked for Lan’s input on:

- Who is the audience we want to survey? Faculty, Staff, Student or All
- What is the purpose of the survey?
- What are the questions we are trying to gather?
- What is the information we are trying to get answers to?
- We don’t want to ask questions that we do not want answers to.
- The questions need to be very purposeful.
- Ask the questions in a meaningful way.
- It needs to be easily understandable.

Suggestions for a satisfaction survey

- Desktop
- Labs
- Classrooms
- Service
- Online
- Wireless

Linda would like to use the surveys as a baseline for program review. Lan explained we may be able to add on a few questions to the CCSSE test, but there would be a cost. Lan explained what the CCSSE test is and how it works, where it comes from and who will participate in the test. The deadline to add questions is December 13. Lan would need the questions by mid November. Lan will provide the bank of questions from CCSSE that can be used as a resource.

It was recommended to ask 2 or 3 global questions on the CCSSE and then do the Technology Survey and the All Staff. The Technology Survey will need to go to students, staff, and faculty, with separate surveys for each group. Questions for the faculty will be developed first.

A Task Force was formed to review all of the questions and come back to the committee with their recommendations. The Task Force members will be Linda Welz, Leigh Buchwald, Lari Kirby, Dave Kary, Lan Hao, and Glenna Johnson.
Technology Master Plan

This will be the first full year to go through the whole process as written in the Technology Master Plan.

The budget cycle is Jan-Feb time frame. Linda will be receiving her budget documents in March. At that time, submitting the department's needs for the next year. The goal with the plan is to update, revise, re-direct in the fall.

Linda request the committee to look at page 8 to see if any changes are needed in this section of the plan considering the situation the California colleges are in now. Leigh said looking at all of the goals in the Technology Master Plan; they are general and broad enough as we initially designed them, that they are still valid. They probably will be during the life of the plan.

Linda and Leigh discussed the addition of virtualization. Leigh met with SCE representatives and provided them with information that was needed for Citrus College to receive a rebate for doing a pilot project in virtualization supported by the STEM grant in room MA 225. He explained the savings and the advantages of having done it and the opportunities in the future.

- 30 watts vs. 500 watts for regular computers
- Cost differential $300 to $800
- Able to access the computers from home

A task force or a subcommittee will be needed to discuss technology in the classrooms.

Adjournment
Linda thanked everyone for attending and the meeting was adjourned.

The next meeting is Tuesday, November 10, 2009 at 2:30 p.m. in the Library Conference room A.