

# TECHNOLOGY COMMITTEE AGENDA

## Technology Committee

**Meeting Date:** August 21, 2014

**Meeting Time:** 12:00 – 12:50

**Meeting Location:** YC Room 303 & WCC Room 852, Tandberg system

**To:** Karen Trimble (co-chair), Julie Brown (co-chair), John Thoo, Todd Sasano, Sandra Magnan, Bill Heidbreder, Armand Brunhoeber, Martha Mills, Michael Plant

<b>Time</b>	<b>Topic</b>	<b>Leader</b>	<b>Action</b>
12:00 – 12:05	Check-in	Chairs	Information
12:05 – 12:15	Yuba College Update	Thoo	Information
12:15 – 12:25	WCC Update	Julie	Information
12:25 – 12:35	Committee Membership	Chairs	Discussion
12:35 – 12:50	Committee Goals and Accomplishments	Chairs	Decision
12:50 – 1:00	Date/Time/Purpose statement	Chairs	Decision
01:00	Adjourn		

**Next meeting: September 18<sup>th</sup>**

# Minutes

## Technology Committee

**Meeting Date:** August 21, 2014

**Present:** Karen Trimble (co-chair), Julie Brown (co-chair), John Thoo, Todd Sasano, Sandra Magnan, Bill Heidbreder, Armand Brunhoeber, John Langston, Michael Plant

**Absent:**

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**Check-in** – Welcome to John Langston, our newest member.

**Yuba College Update (John Thoo)** – YC Technology Committee will meet on the 1<sup>st</sup> and 3<sup>rd</sup> Wednesday's at 3:00. The first meeting is next week. There were no other meetings over the summer. Yuba College is working on a new website design and implementation. Teresa Aronson is the Project Manager and will be working with various constituents and committees throughout the process.

### **WCC Update (Julie Brown)–**

- WCC held its first meeting last Friday and they have renamed the committee to Communication and Technology (CAT). They meet every other Friday at 9:00.
- WCC is also looking at updating their website and the 2 colleges are planning to work together to ensure that the student experience is optimal for both campuses. Adding a content management system (CMS) to the website project will be of enormous benefit to everyone.
- The college also learned more about "Learn.yccd.edu", the new MOOC providing technology and Canvas training guides.

**Committee Membership** – Julie offered to stay on for another term if approved by her Senate and if approved the committee also reelected her for the faculty chair position. Everyone will try to recruit at least 1 adjunct and 1 Student Services Representative (the more the merrier). Armand position is also up for renewal and he also offered to continue for another term.

### **Committee Goals and Accomplishments –**

Julie agreed to find out what happened to the WCC function map and get it back to the committee. The District committee needs it for planning purposes and to display in the Technology Plan. YC would also like it since everyone is trying to include all 3 in each document so that no matter which one is read the same message is shared.

### **Date/Time/Purpose statement –**

The group all agreed to remain on our currently scheduled meeting day and time. The purpose statement was briefly reviewed and it was decided that the group will examine our goals, function map, and our purpose statement and ensure that they are all stating the same thing. Questions and discussion will take place in the portal over the next month and we will finalize things at our next meeting.

### **Other Items –**

**ASK** - Julie mentioned that ASK, a frequently asked questions solution, had been brought up at CAT and she wanted to know more about it. Michael and Karen shared that Dr. Carabajal had developed a project team made up of people in student services from both colleges. They are developing some questions/answers to get it started. Karen shared that is the same solution (just a new "name") that she forwarded URL information on over the summer.

**CANVAS** – Todd mentioned that everyone he talks to, including students, love Canvas and suggested sending out a survey so that we would have data to back up his statements. Julie will see about have the District DE Committee develop some survey questions. Todd suggested that the survey also be sent to those who do not have an on-line class since many are using the system for hybrid courses. It was decided that maybe the survey should go out in January/February since that will conclude our first full year on the system.

**Adjourn** – 12:50

**Next Meeting – September 18<sup>th</sup> 12:00 - 1:00**