



Communication and Technology Committee (WCC)

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Agendas		
Date		
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8/21/2015 08-21-15 WCC CAT Agenda		
5/1/2015 05-01-15 WCC CAT Agenda		
4/17/2015 04-17-15 CAT Agenda		
3/20/2015 03-20-15 WCC CAT Agenda		
3/6/2015 03-06-15 WCC CAT Agenda		
2/20/2015 02-20-15 WCC CAT Agenda		
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Woodland Community College Communication and Technology Committee Meeting Agenda

Date: Friday, March 6, 2015

Time/Location: 12 noon to 12:50 PM / WCC Room 844

Members: Kevin Ferns (Chair), Christopher Howerton (Recorder), Shawn Lanier, Leslie Deniz, Michael Plant, Charlyne Murphy, Chris Mejia, Julie Brown, Michael White (sponsor)

Absent:

Guests: Molly Senecal

Item	Description	Lead	Background and Objective/Action
I	Check in/Approval of Agenda/Additions	All	Approve agenda of 3/6/15
	<i>Discussion/Decision:</i>		
II	Approval of Minutes	All	Review and approve the meeting minutes of 2/20/15
	<i>Discussion/Decision:</i>		
III	DC3 Team 2 Update	Howerton	
	<i>Discussion/Decision:</i>		
IV	District Technology Update	Plant/ Brown	
	<i>Discussion/Decision:</i>		
V	Campus Technology Updates	Mejia	
	<i>Discussion/Decision:</i>		
VI	WCC Marquee Protocol	All	Background: College Council has tasked CAT with developing the protocol to be used with a marquee created by Stewart Signs (see info and pics below) prior to March 20, 2015.
	<i>Discussion/Decision:</i>		
VII	Web Site Update	Senecal	
	<i>Discussion/Decision:</i>		
VIII	YCCD Technology Plan Review	All	Background: The district Technology Committee would like feedback to inform the update of the district plan. CAT members should review the plan and provide feedback to Kevin by March 20, 2015.
	<i>Discussion/Decision:</i>		
IX	Future Agenda Items	All	<ul style="list-style-type: none"> ➤ College Council Report due on 4/17/15. Kevin will submit a draft report for CAT to review on 3/20/15. ➤ Room reservation process ➤ Campus Wi-Fi: How can we make it stronger and avoid the dead areas around campus? ➤ Learn.yccd.edu rollout: How will it work?
	<i>Discussion/Decision:</i>		

WCC CAT Purpose Statement: The purpose of the Communication and Technology Committee (CAT) is to enhance organizational communication by identifying and recommending effective practices, including technology-related practices, which facilitate decision-making and the exchange of information amongst college constituents.


Specifically, the committee serves the following functions:

- Develop guidelines to facilitate clear, open, respectful, and timely communication throughout the college community.
- Assist each college committee and project team in developing a communication review and evaluation plan for continuous improvement.
- Communicate and facilitate campus technology-related needs and issues.

Remaining Meetings: 3/20/15, 4/17/15, 5/1/15.

- Review and update the WCC Technology Plan on an annual basis.
- Serve as an advisory group to the District Technology Committee.

College Council Charge Statement

Background	<p>The Communication and Technology Committee purpose statement is ... “to enhance communication by identifying and recommend(ing) effective practices which facilitate decision-making and the exchange of information amongst College constituents.”</p> <p>Woodland Community College and students have been identified as 2014-2015 fund-raising beneficiaries of Woodland noon Rotary Club’s annual fund-raising dinner. The pictures below are Stewart Signs (preferred vendor) examples only of how this LED marquee appear, once installed.</p> <div data-bbox="461 575 1094 882" style="text-align: center;"></div>
Committee	Communication and Technology Committee
Charge	<ul style="list-style-type: none">• Identify protocol needs for College and Community LED postings. (Includes regular updates, how often)• Develop recommendations to College Council addressing protocol needs.• Develop College-wide communication of College Council-approved protocols.• Develop regular review cycle for LED posting protocols.
Report	To College Council on or before March 20
Resources	WCC Educational Master Plan, YCCD Strategic Goals

Woodland Community College Communication and Technology Committee Meeting Minutes

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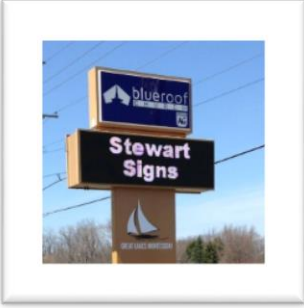

Guests: Molly Senecal

Item	Description	Lead	Background and Objective/Action
I	Check in/Approval of Agenda/Additions	All	Approve agenda of 3/6/15
	<i>Discussion/Decision:</i> •		
II	Approval of Minutes	All	Review and approve the meeting minutes of 2/20/15
	<i>Discussion/Decision:</i> • Approve as is.		
III	DC3 Team 2 Update	Howerton	
	<i>Discussion/Decision:</i> • 2-way e-mail list were open on 2/25. An e-mail notification was reviewed by team 2 prior to district-wide distribution to introduce the new list for use. • In order to reply to whole list you will need to hit "reply all" otherwise just a "reply" will go to the individual who sent the e-mail. • There will be an evaluation of these 2-way list by a survey monkey type tool for both District Services and the Colleges around May 1 st . • Reviewing the communication survey and identifying themes that will inform future work and recommendations from team 2 to DC3 • Next meeting is scheduled for 3/20		
IV	District Technology Update	Plant/ Brown	
	<i>Discussion/Decision:</i> • Copywriting material in Canvas could be an option. (2-21) announcement. Currently in default (OFF) but can be changed. • Information about this has been posted on the portal team site for canvas user group. • Canvas updates their product every 3-weeks • Update at next meeting. • Considering developing a possible AP for portable devices (i.e. tablets, phones, etc.) that maybe used. • Concern with college purchase of tablets for administration and others, yet not working with district IT without consideration for maintenance, data breach, FERPS, etc. • 1 card solution and why it was not implemented (student ID cards) • Technology plan updates due to the district • Room scheduling software is being reviewed.		
V	Campus Technology Updates	Mejia	
	<i>Discussion/Decision:</i> •		
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	<i>Discussion/Decision:</i>		
	<ul style="list-style-type: none"> ● Discussion for items on the marquee was listed and how it could be implemented. Recommendations will be forwarded to college council. Included: <ul style="list-style-type: none"> ○ Emergency Information ○ Time of announcement (start and expiration of announcement) ○ Who is the intended audience (students and/or community) ○ What kind of word limit for the announcement? ○ Events (type and WCC specific) ○ Contact Info ○ A list of generic statements if no active event is being advertised. (a reposition of branding statements, etc.) ● Follow up on the type of software and the ability. ● Possible for Bill to be the official individual to input the data (especially if he might be tasked for the TV across campus information sharing) 		
VII	Web Site Update	Senecal	
	<i>Discussion/Decision:</i>		
<ul style="list-style-type: none"> ● The code for the website has been handed off to YC for their site. Plan to “roll out” around Spring Break for YC. ● Now there will be a focus to moving forward for WCC and CLC ● Faculty and staff will be responsible for keeping information up to date and accurate. 			
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