Tech Committee Minutes 01-28-09

1. Call to order

2. Review of previous minutes

3. Set Agenda

4. Discussion

    a. Task Forces

        i. Definition of task force approved with ability for technology committee to update as needed

        ii. Dialogue continuing regarding method of dissemination and training

    b. Technology Goal Mapping

        i. IT Project documentation presented

        ii. Goal mapping described

        iii. Added to agenda for next session

    c. Smart Classrooms

        i. Smart classroom initial draft presented

        ii. Timelines regarding year end purchases discussed

        iii. Discussion held on how to prioritize

    d. Allusers Email

        i. Frustration from faculty community shared

        ii. Faculty Senate resolution discussed

    e. Media checkout

        i. Concerns raised about last minute media checkouts

        ii. Discussion regarding funding for purchasing checkout media

    f. WEBCT Downtime

        i. Impact on instruction shared

        ii. Lack of communication to students shared

5. Committee Recommendations

    a. Students should be invited to join taskforces

    b. Staff should be invited to join taskforces

    c. Smart classroom implementations should align with PBC and PEPC recommendations

    d. The college should explore checking out media materials via the library

    e. Our public facing web pages should have an enterprise systems status notification

6. Action Items

    a. Committee Members

        i. Will review the task force definition and provide additional feedback (below)

        ii. Will review the smart classroom sheet and provide input to the IT Director by 2/3

    b. IT Director

        i. Will incorporate Technology Committee recommendations and PBC decision processes into a Smart Classroom purchasing plan for presentation to Dean's Council and Technology Committee on 2/11

        ii. Will initiate discussion with Library about media checkout

        iii. Will contact Dennis Marletti in order to recruit students for taskforces

        iv. Will invite all staff to be a part of taskforces

IT TASK FORCE OUTLINE

Definition

A task force is a small team given responsibility for a short-term assignment with specific goals. At Oxnard College, an IT task force can be differentiated from a committee in that it is an informal implementation body, not a formal governance or planning body. IT Task Forces will be involved in the development of procedures but not policy or strategy. They will be open to a broad range of interested users and have no terms or commitment. The operations of any IT Task Force will be audited by the Technology Committee.

Methodology

Each IT task force will have an IT Staff Facilitator who will be charged with facilitating output from the task force in a effective manner. The output will be recommendations to the Director of College Technology Services, Tech Committee, Dean's Council, and related District Task Forces. The methods of

operation may differ for each task force. Member may chose to communicate via meetings, email, informal conversations or other methods. Verbal communications will be followed up by a written document of the communication for maintaining a record of activities and communications.   IT task forces may be used for various IT projects, including: smart classrooms, distance learning, faculty resource center, and Luminis. The Technology Committee reserves the right to make modifications to these definitions as needed.

Who can Be on a Task Force

Faculty, staff and students

The Charge of a Task Force

1.   Assess Needs

    a.   Determine Oxnard College faculty, staff, and student needs.

    b.   Identify legal requirements

2.   Research Solutions

    a.   Identify relevant District-wide services and initiatives

    b.   Identify technical requirements

    c.   Identify technical restrictions

    d.   Test solutions

3.   Recommend

    a.   Select solutions

    b.   Prioritize implementations

    c.   Align with IT timelines

    d.   Provide recommendations to Director of IT, Tech Committee, and Dean's Council

4.   Dissemination

    a.   Develop protocols for training users

    b.   Develop campus expert list

Goals of a Task Force

1.   Implement the project

2. Address user needs

3. Increase availability of resources

4. Align project with college and tech plan goals

5. Ensure funding and legal compliance