

Oxnard College Technology Plan

Minutes for Meeting of December 11, 2008

In attendance

Daniel Goicoechea, Hank Bouma, Rick Carnahan, Kitty Merrill, Sunil Trivedi, Jaime Casillas (stayed for only the beginning of the meeting)

1. The meeting was convened at 1:16pm. Jaime announced that there will be somebody coming in to take minutes for all future meetings. Jamie announced that strategic plans are moving forward and then left the meeting.
2. Nathan announced that he would like to go over the following topics in the meeting:
 - a. Tech Plan Goal Alignment
 - b. IT Taskforces
3. Nathan announced the projects and timelines: Microsoft Project was introduced, and explained. He asked the council for feedback on the strategic goals and there was discussion about the different tasks and implementation. Remote servers were discussed to allow for more users to access software that normally would require many licenses.
4. Nathan announced different projects on the list. He began with AD and explained what it was. Nathan announced Technology Refresh and explained what it is. PC Baseline was announced and explained. The council discussed projects and gave Nathan feedback on their ideas about the Technology Plan.
5. Sunil suggested student/community involvement in the Technology Plan. Everyone agreed that this was a good idea.
6. Nathan announced the first thing in STEM: He will need to hire staff. Consult with staff and develop technology. Hank asked if STEM here at Oxnard College is the same STEM position that he heard Ventura College is implementing. Nathan replied that it could be.
7. Nathan asked what the council felt and about how to arrange future meetings timelines. He stated he will work on getting all of the information to the council.
8. IT Action item: Notifications on job completion.
9. Nathan announced that STEM can be broken down into three sections: Smart Classrooms, Distance Learning and Faculty Resource Center. Nathan announced his goal to form a task force within the next few weeks to share in responsibility of assessing faculty needs. Distance learning task force will be funded by STEM.

10. The council asked what the role of the taskforces will be. Who will be assigned roles? Discussing continued on Planning and Governance. Nathan explained that the roles would be open to whoever wanted to volunteer for the roles. Faculty, staff and students combined. Nathan announced that not everyone will have to get together for formal meetings, that a lot of the communication between the task force members could be done via email. Rick suggested implementing Task force Goals. What are the goals for smart rooms (as an example)? Kitty mentioned that we need to excite the community on ease of use otherwise we have a program that only one person uses. Nathan and the committee further discussed the different goals of the task force.
11. The committee suggested & discussed the following topics:
 - Who? (faculty, staff and students)
 - Roles: Needs Assessment & Research Solutions, Identify solutions & Prioritization, training methodologies, Survey.
 - Goals: Implement project x well:
 - in alignment with college and tech goals
 - in alignment with STEM requirements
 - maximize productivity
 - maximize SLO
12. Council discussed beginning forming the task force after Christmas break, some time in January perhaps 2 weeks into the Spring semester. Send out notices of the upcoming project to Staff and Faculty before Christmas Break so they will be aware of what is to come.
13. Nathan asked “Is this meeting once a month for an hour enough to satisfy our needs?” The council agreed that more meetings in the beginning might be better. Nathan asked what type of commitment the committee would like to make. Twice a month was agreed upon. The committee said that as long as it doesn’t land on the same day as the president’s forum that any time and day is fine. The committee feels that they need to broaden the faculty awareness of this project. So that more people are aware and involved in it.
14. The meeting adjourned at 2:22pm.