

### Oxnard College Mission Statement

Oxnard College promotes high quality teaching and learning that meet the needs of a diverse student population. As a multicultural, comprehensive institution of higher learning, Oxnard College works to empower and inspire students to succeed in their personal and educational goals and aspirations.

As a unique and accessible community resource, our mission is to provide and promote student learning:

- Transfer, occupational, and general education, second language acquisition, and basic skills development;
- Student services and programs;
- Educational partnerships and economic development; and
- Opportunities for lifelong learning.

Oxnard College intends to lead its community to fulfill its highest potential.

#### AUTHORITY

The Technology Committee derives its authority from the Oxnard College Participatory Governance/Standing, Advisory and Ad-Hoc Committees Manual in 2010 by the Academic and Classified Senates, Associated Student Government, and OC Management.

#### PURPOSE

The Technology Committee exists to meet the instructional, communication, computing, and research needs of the students, faculty, and staff of the College. The mission of the committee is to focus on the technology environment at the College and to take a proactive leadership role on technology issues.

#### GOALS

- To provide a collaborative venue for shared leadership determining the technology needs of the College to sustain teaching and information management.
- To plan for the incorporation of various technologies in the teaching and learning activities at the College.
- To advise the College and individuals about technological matters pertaining to teaching and learning and information management.
- To help in establishing policies and procedures that can sustain and manage the existing technology and information management infrastructure.
- To author, revise, and oversee the College's Technology Master Plan.

#### EXPECTED OUTCOMES

- A venue for the College community to discuss planning and resources related to issues involving educational technology and information management.
- A completed College Technology Master Plan.
- Appropriate policies and procedures regarding the acquisition, use, and maintenance of educational technology and information management systems.
- A source of information for faculty, staff and management about available and appropriate educational technologies and information management systems.

## OXNARD COLLEGE TECHNOLOGY COMMITTEE

### Minutes FOR THE TECHNOLOGY MEETING

**March 31, 2011**

**2:00 P.M. in the LS Conference Room**

1. **Members Present:** Bola King-Rushing, Anna Maria Valla, Kitty Merrill, Jeff Erskine, Rick Shaw, Marji Price, Joel Dias, Rick Carnahan, Teresa Bonham
  2. **Members Absent:** Linda Kamaila
  3. **Welcome/Announcements** Marji declared a quorum and called the meeting to order at 2:00 p.m.
  4. **Review of the Minutes:** The February minutes were reviewed, and errors were pointed out: Susan Cabral, via email, informed the group of the following: "Under my Registrar Update I reported that a future payment system utilizing checks is being planned. Also, Financial Aid went live on Banner after a year of training and setup." And Anna Maria Valle pointed out that she was absent from the last meeting. The committee approved the corrected minutes.
1. **Follow-up and Actions**
    - Rick Shaw sent an electronic copy to the committee for review and input by the end of February. Anna Maria did not recall getting a copy, so another email was sent to her during the meeting.
    - Rick created a Google doc of the existing OC Technology Plan, giving a access for review and suggestion. It was emailed to all members.
    - *The Committee is working on its input and formulate drafts of the new Short-term/Operational Plans by early May.*
    - Jeff distributed the refresh list available to the Committee.
  2. **Committee Business/Task Force Reports**
    - *Rick, District IT—Rick discussed the benefits of thin clients.*
    - *Oxnard College's Tech Strategic Plan update, Rick. The*

plan as a Google Doc was projected for the members to view. The group went through various items of the plan. Marji volunteered to edit the document.

- *Rick discussed the district's operations plan. Marji asked how the ops plan differed from college to college; Rick says the plan is the business of the component. The strategic plan is incorporated with the EMP. Bola asked if there is a district plan for student orientations. Rick said the district has staff who can give orientations and the college just needs to request it.*
- *Marji passed out a document listing strategic planning documents such as the Educational Master Plan and Facilities Master Plan, etc. and asked for volunteers to pick an area and research the area's technology goals and needs—identifying how/where there should be linkages to the OC Technology Plan. She also asked for volunteers to look at trends in technology and education and to report back the committee. The committee felt looking at the different PG committee's technology goals was usefull; however, looking at trends would be a better ongoing project than a quick visit. People volunteered for each item Marji requested. Marji asked that they complete the work by the next meeting.*
- *The question was asked as to how the Technology Committee interfaces with PEPC to assess tech needs in each PEP report.*
- *It was also asked if we inform PBC or if they inform the Technology Committee on where/how technology fits into the budgeting and prioritization process.*

### 3. Open Discussion

**Meeting adjourned at 4:35**

# Meeting Schedule

**8/24**

**9/28**

**10/26**

**11/23**

**12/7/10**

**1/18/11**

**2/17**

**3/31**

**4/21**