OXNARD COLLEGE TECHNOLOGY COMMITTEE

MINUTES FOR THE MEETING OF THE TECHNOLOGY COMMITTEE
February 17, 2011

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

Members Present
Bola King-Rushing, Anna Maria Valla, Kitty Merrill, Jeff Erskine, Rick Shaw, Linda Kamaila, Marji Price, Susan Cabral, Rick Carnahan

Members Absent
Teresa Bonham

Welcome/Announcements
Marji declared a quorum and called the meeting to order at 2:05 p.m.

Review of the Minutes
The January minutes were reviewed, and a comment was made that the formatting was difficult to read and proof; the committee did vote to approve.

District IT

- Rick Shaw updated the committee on the progress of the District's IT Strategic Plan. He agreed to send an electronic copy to the committee for review and input by the end of February.
- Discussion also included responsibility for the OC strategic and operational plans (5 year and one year). While, historically, IT has authored the Operational Plan, the committee requested greater input into the OC operational plan. Rick agreed to create a Google doc of the existing OC Technology Plan, giving all committee members access for review and suggestion. *The Committee will finish its input and formulate drafts of the new OC Strategic and Short-term/Operational Plans by early May.*

Committee Business/Task Force Reports

- *Jeff, Refresh List:* Jeff Erskine compiles the technology refresh list. It was suggested that the Committee have greater input on the prioritization of the 2-300 computers on that list, and so Jeff agreed to make that list available to the Committee by the end of February for recommendations .

- *Rick, District IT:*
  1. A reminder was made that, in the review of the OC strategic and short-term technology plans, a subcommittee had already been voted on for reviewing these plans--Anna Maria, Linda K., Teresa B, and Susan Cabral.

  2. It was decided that the entire committee would like to have input into the formulation of these plans.

  - *Susan Cabral, Registrar Update:* there are 3 new parking meters on campus, and a registration system update has made it possible for students to make payments on their tuition.

Open Discussion

- Professional Development: the first "High T" workshop for the Distance Education Committee was a success, and it was suggested that there be greater collaboration between the Technology and Distance Education committees in organizing these workshops. Future topics included FAQ's for instructional technology, tip of the month (technology in the classroom), and Linda.com on the VCCCD Portal as a free-form learning tool, with access to technology information.

- *Going Green/Saving Money:* Marji reiterated the administration's desire to "green" with online Syllabi and class documents—saving money for the campus. It was suggested that "Course Studio" might be a good place for instructors to archive/house these documents, since every class has a "Course Studio" component attached. Susan Cabral again asked whether a new student orientation might provide on accessing and printing/using these documents.

Adjournment
With no further business, the meeting adjourned at 4pm.