

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.*

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 via:

- 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.

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.