

**Technology Coordinating Committee
Minutes
March 19, 2008**

TECHNOLOGY COORDINATING COMMITTEE 2007-2008

<u>Appointees</u>	<u>Alternates</u>	<u>Delegates</u>	<u>Alternates</u>
Bhvesh Bambhrolia	Matthew Shupp	Ruth Baker	Elizabeth Cantafio
Jody Bauer		Frank Bartell	Arnold DiBlasi
William Bromley		Constance Duaval	Fran Lukacik
SK Calkins		Jae Fisher	
Kathy Duffy		David Freeman	
Ellen Fernberger		Steve Jones	
Tom Hawk		Janet Liss	
Sam Hirsch		Kelly McQuain	
Jim Spiewak		Noelia Rivera-Matos	
Tim Sullivan		Karen Schermerhorn	

Members Present at the meeting are noted in **BOLD**.

AGENDA

I. Approval of February 2008 Minutes

(Action Item)

The committee met on February 20, 2008. A motion for approval of the February meeting was received with a second. The Approval of the February 20, 2008 Minutes was carried.

II. Old Business

Continuation of planning for the next Technology Plan

1. Review of sub-committee revised guidelines suggested at the last meeting

No changes were given at this time.

2. Report from Sub-Committees

The sub-committees and associated issues

Committee reports:

Security Issues sub-committee – *The sub-committee presented an overview with a document detailing Business Continuity Plan concepts. Each major area of the college has*

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*been charged with development of their own business continuity plan. See the **Attachment (BUSINESS CONTINUITY PLAN CONCEPTS 2008.pdf)** for details. It was suggested that this document serve as a template for all sub-committee reports.*

The committee reminded everyone that the key to success was practice once the plan was conceived. It was also suggested that Professional Development would be an appropriate time to engage the Academic Affairs members in this effort.

Technology Infrastructure sub-committee – *A brief report from on the status of the initiatives stated under the charge of this committee. A meeting is pending.*

Teaching/Learning Instructional Resources sub-committee – *The sub-committee met and developed a detailed problem statement for multiple technical barrier issues. See the MyCCP TCC Group for details.*

The entire committee was reminded that a prototype faculty office(s) would be developed for review to determine the future needs.

The issue of faculty printing was discussed. The Committee resolved that the simplest issue is to provide a cheap inkjet printer to every faculty office and allow large print jobs to be routed to Duplicating.

The English Department would like more computer classrooms configured like B2-19.

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The issue of how the AV, Facilities, and ITS issues that are currently split will impact the future technical moves/challenges. It was determined that this was an institutional issue.

This sub-committee also suggested that the development of a college-wide wireless network should be implemented with an appropriate policy.

Communication sub-committee – No meeting, no report

III. New Business

Discussion of Distance Education Guidelines (Schermerhorn)

Issue: Should the TCC be part of a review mechanism when guidelines concerning technology are revised? Last discussed at the October 24, 2007 meeting

A discussion determined that this, as with many other policy/procedure issues, involve technology and therefore should have input from the TCC. It was suggested that the membership of this committee be developed so that representatives from all areas be included. The TCC must articulate their value to the College community.

Action item: Agenda item for the end-of-the-year: Articulate the goal of the TCC.

IV. Future Meeting Date

April 16, 2008 at 2:30P.M. B2-26 (note the room change)

Note that the May 21st meeting has also been moved to B2-26.

Meeting adjourned