

**Modesto Junior College**  
**CTC Meeting Minutes**

**October 18, 2011**

**Approved Minutes**

**Co-chairs:** John Zamora, Nadia Vartan

**Present:** Ellen Dambrosio, James Clarke, Jenni Abbott, John Zamora, Laura Maki, Nadia Vartan, Nancy Backlund, Pamela Aguilar, Shamiran Pourellyas, Timothy Vaughan, Yoseph Demissie

**Absent:** Carol Ellis, Dale Phillips, Francisco Banuelos, James Palmer, John Giorgio, Josh Hash, Larry Scheg, Mel Ainsworth, Michael Smedshammer, Michael Sundquist, Nora Seronello, Pedro Mendez, Scotty Gonser, Shelton Patterson, Will Lotko

**Introductions**

The minutes from the ITC meeting on October 4, 2011 were approved.

**Overview**

This is the first meeting of the College Technology Committee/Council. We are still unsure if we will be referred to as a committee or a council at this point. This should become clearer as we progress.

The charge of the CTC and Technology Plan were reviewed and explained to the new committee. The previous MJC President asked the ITC to draft a Technology Plan for the college. Other colleges have a Technology Plan adopted and in place, but this was something MJC was lacking. The ITC met twice monthly over the summer and finished this project. It was recently approved by both the Academic Senate and College Council. Upon adoption of this document, we have now become the College Technology Committee/Council with expanded membership to represent as many areas on campus as possible. The Technology Plan is a living document to be assessed on a regular basis.

It is important that this group take back what we are discussing in our meetings to their respective areas/units. It is also important for this group to communicate to the MJC campus what we are doing and why. We plan to disseminate all minutes to everyone at MJC. The first email to be sent out should explain the transition from ITC to CTC. It was suggested we could include a little "factoid" with each email we send out.

We need all members of the CTC to bring back information to this group anything regarding technology in your areas.

**Program Review/Resource Request Rubric**

The deadline for entering Program Reviews in PRNet was extended to Monday, October 17, 2011. From what we are hearing, the same timeline will be followed as it relates to reviewing, prioritizing and ranking the technology-related resource requests.

The upcoming meetings in November will be focused on ranking the technology related requests made in every Program Review. It is important to attend as many of these meetings as possible, as well as carefully document our process. Planning and Budget has expressed an interest in joining us for these meetings. We will include Dr. Larry Calderon and Adrienne Peek on these meeting requests.

This will be our first attempt at using the rubric created over the summer to rank resource requests. Our first meeting in the month of November (11/1/11), we plan to do a trial run using the new rubric on the Media and Technology Services' resource requests.

Jenni will ask Brian Sanders in what format can we expect to receive and review these requests.

**Other Items:**

Ellen mentioned that a new wireless access point has been installed in the Library. This will allow more students access to the wireless network in that area. Often times, students were declined access to wireless because there were too many using the network.

Laura Maki is putting together a cohort to go through the @One training regarding Distance Education. There are four courses and one practicum. Each course costs \$55. There are ten individuals going through this pilot project. Jenni asked Laura to track what they are doing, keep data, etc., so it can be used in an application for a new Distance Education grant for summer 2012.

**Next Meeting:** Tuesday, November 1, 2011; 2:30 – 4:00 p.m.; Founders Hall 152