

Modesto Junior College  
CTC Meeting Minutes

November 1, 2011

**Approved Minutes**

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

**Present:** Michael Guerra , Arnold Chavez, Carol Ellis, Dale Phillips, Francisco Banuelos, Michael Smedshammer, Will Lotko, Ellen Dambrosio, James Clarke, Jenni Abbott, John Zamora, Laura Maki, Nadia Vartan, Pamela Aguilar, Shamiran Pourelyas, Yoseph Demissie, Nora Seronello

**Absent:** James Palmer, Josh Hash, Larry Scheg, Mel Ainsworth, Michael Sundquist, Pedro Mendez, Scotty Gonser, Shelton Patterson, Nancy Backlund, Timothy Vaughan

**Welcome/Introductions**

**Approval of the Agenda**

Jim Clarke motioned to approve the agenda. Nora Seronello seconded the motion. Agenda for the meeting was approved.

**Approval of the Minutes**

Ellen Dambrosio motioned to approve the minutes from the October 18, 2011 CTC meeting. Jim Clarke seconded the motion. The minutes were approved.

**Accreditation Visiting Team**

The College Technology Committee was commended by the accrediting team. John Zamora enjoyed the dialog and feedback that occurred regarding MJC's self-study. Regarding the Technology Plan, it is our responsibility to request feedback from the campus as it pertains to technology used in instruction. Yoseph mentioned that technology assisted instruction needs to be addressed by this committee. We have representation from each area, so we should be taking information back to these areas as well as bringing information to this group from all areas.

We need to ensure the information from this committee is disseminated to the MJC community. Nadia and John will work with Jennifer to get this information out. We will send out approved minutes with a factoid pertaining to technology in a timely manner. We can use the new glossary of terms in the Technology Plan as a starting point.

**Action Item:**

- **Send out approved minutes with factoid to the MJC campus**  
**WHO: John and Nadia to work with Jennifer**  
**WHEN: As soon as possible after minutes have been approved**  
**HOW: Email to everyone at MJC**

**Review of the Charge of the College Technology Committee**

The Instructional Technology Committee became the College Technology Committee when the new MJC Technology Plan was approved. The committee will move into a council role when we make recommendations regarding technology and resource allocation.

**Review of the Technology Plan**

There are action items and timelines in the Technology Plan. We need to begin working on these action items as a committee. At this time, we also have the program review process, which our portion is the prioritizing resource allocation.

## Review Planning and Budget Process

The dean level of prioritization has been done and the reports based on their priorities should be generated before November 4, 2011. We will send out those reports to the committee as soon as we receive them. Our recommendation will go to the Vice President of College Administrative Services. Ultimately, the Planning and Budget Committee will make the decisions for resource allocation; we make the recommendations to them through the VP. Planning and Budget has been invited to our resource allocation ranking meetings, so they may be sitting in on those meetings.

Jim Clarke asked if we have requested that Brian Sanders have a technology request field added to the resource requests in PRNet. Jenni Abbot has asked Brian to do this, but it is too late to do anything for this year's Program Review. We will address this issue again before the next Program Review process. For now, it appears we will have to manually pull out the requests relating to technology. We will need to be flexible this year, as this is a completely new process for resource allocation.

Jenni said it would be a good idea to count the total number of technology related requests made in PRNet and compare them to the dean-level prioritized lists we receive. We will be ranking the requests that were prioritized by the deans for their specific units. We will not be ranking every single request made by every unit.

We reviewed the rubric we will use at the upcoming resource ranking meetings this month. We will know more at how our scoring process will be as we start to rank requests based on the format in which we receive them. We may complete the rubrics electronically or by hand. At this point, so much is unknown since this is a new process. Jenni suggested we could complete these forms in a Survey Monkey format. Initially, we will meet as a group and decide the best process for ranking the technology resource requests.

Mike Smedshammer wanted to clarify that the rubric scoring is a range, not specific scores, and it was confirmed that each area to be scored will be a range. The area that scores Student Success or Access and the Compliance or Unit Productivity section is still a bit confusing. There are two areas in this one scoring criteria because a unit may meet one or the other and not both. Some areas may meet both criterion, but essentially, you could overlap these two areas and combine it to make one score. It was reiterated that this is our first time through the process, and we may find that this rubric is not perfect and we will make changes for the next round of resource requests, as needed.

Shamiran Pourelyas asked what happens if a unit mismarked one of their resource requests. It is the unit's responsibility to talk to Brian Sanders about fixing this mistake.

## Other Items

Nora Seronello mentioned she has been researching the social media across all colleges in California. Many colleges offer classes regarding social media and the implementation of technology and social media in their classes for credits. As an example, some colleges offer faculty focused courses on how to implement Blackboard in their classes. Jim Clarke plans to discuss this in detail with Nora after the meeting.

Ellen requested the strategic goals addressed in this year's Program Review be printed and brought to the next meeting.

### Action Item:

- Print strategic goals 1, 4 and 10 for our next meeting

**WHO: Jennifer Ahlswede**

**WHEN: For the ranking meeting on November 9, 2011**

**Next Meeting:** Wednesday, November 9, 2011, 10 a.m. – 1 p.m. in Yosemite 213, to rank resource requests.