

**Modesto Junior College
College Technology Committee
November 6, 2018**

Members	Present	Absent
Jenni Abbott , Dean, Institutional Effectiveness	√	
Al Alt , Vice President of College & Administrative Services	√	
Nancy Backlund , Professor, Office Administration	√	
Joshua Brown , Instructional Support Technician, Allied Health		√
Arnold Chavez , Director, Great Valley Museum		√
Juan Garcia , Instructional Support Specialist, Allied Health		√
Michael Garcia , Instructional Support Technician		√
Margo Guzman , Director, Technology Services	√	
Joshua Hash , Network/Telecommunications Manager	√	
Lisa Husman , Executive Secretary (Recorder)	√	
Michael Leamy , Librarian	√	
Joshua Sigman , Front End Web Developer	√	
Michael Smedshammer , Course Design Coordinator		√
Jeff Swank , Director, Media Services	√	
James Thomas , Information Systems Specialist (Guest)	√	
John Zamora , Professor, Computer Science	√	
Guest: Cheryl Chavez for Michael Smedshammer	√	

I. Call to Order/Introduction

Al Alt called the meeting to order at 2:05pm and introductions were made.

II. Review and Approval of Minutes – 09/18/18

Action Item:

Motion: Jenni Abbott made a motion to approve the minutes from 09/18/18 as amended. **Seconded by:** Nancy Backlund
Result: Motion passed.

III. On-line Catalog

There was discussion that the college will be collecting options regarding vendors or using the current vendor with the existing contract that can be added to. If using a new vendor, we'll go through a vendor bid process.

The on-line catalog will need to integrate with the curriculum management system therefore, a curriculum system decision would have to be made prior to a catalog system.

IV. CTC Co-Chair Model approved at College Council

The co-chair model for CTC was approved at the last College Council meeting. After committee discussion, Michael Leamy volunteered to be the CTC Co-Chair and Jenni Abbott volunteered to be the CTC representative on College Council.

There was consensus by the committee to approve both.

There was additional conversation that any CTC recommendations would go to College Council after constituent review. Communication will start in College Council that technology projects are reviewed in CTC including the list of TCO priorities.

V. Total Cost of Ownership Report – Josh Hash

A draft TCO Plan was presented for review and feedback. It is currently a work in progress. The draft plan will go through the governance process to solicit feedback and approvals from constituencies, committees and councils.

The CTC committee agreed to provide feedback, make revisions or recommend edits to Josh by 11/13/18.

There was discussion regarding what the plan should include and what information should live in the strategic plan.

There are specific evidence points and steps that we're working on. This is a continuous process of getting needs and updated lists which will feed the budgetary development process and the ability to prioritize and schedule technology purchases. A recommendation would be made to Resource Allocation Council to prioritize program review.

There will be dialogue by both colleges regarding the technology standards for classrooms.

The committee agreed to the following next steps:

- Request the technology requests included in program review from the Instruction Office
- Identify what additional action steps we're going to take in support of the TCO between now and March
- Josh Hash will create a Microsoft team room in Office 365. Columbia and MJC will be on separate channels
- Provide feedback/edits on the TCO by 11/13/18

Informational Items:

VI. College IT Needs & Priorities – Josh Hash

There was conversation regarding IT needs and priorities. The following were defined:

- Replace old computers
- Online Catalog/Curriculum/Curricunet
- Adobe Creative Cloud
- Classroom Technology Standards
- Ellucian Self-Service
- Technology for Program Review

VII. Standing Reports:

A. Michael Smedshammer, Distance Education

Cheryl Chavez reported out in Michael's absence advising they've been working mainly on Regular Effective Contact. There's 87 faculty in the cohort. Mike is building a best practices resource from the examples that faculty are providing.

B. Joshua Sigman, Front end Web Developer

Attending the OU Conference in the winter in hopes of rolling out the online catalog system.

Student Services is pushing to change the way students enroll and apply for classes. They're wanting to streamline the process.

Also using social media as a way to engage students and alumni.

C. Margo Guzman, Technology Services

No report at this time.

Jim Thomas reported the DSPS labs are complete.

There are currently empty positions in Information Technology that need to be filled.

Currently working toward active directory domain.

VI. Check-out

The online catalog in conjunction with curriculum was defined as a main priority.

Action was taken on the co-chair, Michael Leamy will serve as CTC Co-chair.

Jenni Abbott will represent CTC at College Council.

The Facilities TCO was reviewed, some feedback provided and is going through

The governance process.

The meeting adjourned at 4:00pm.

Next meeting: December 4, 2018, 2:00pm – 4:00pm, CAT Building, Room 262