

Modesto Junior College
CTC Meeting Minutes

November 10, 2011

Approved Minutes

Co-chairs: John Zamora, Nadia Vartan

Present: Arnold Chavez, Dale Phillips, Michael Smedshammer, Will Lotko, Ellen Dambrosio, James Clarke, John Zamora, Pamela Aguilar, Shamiran Pourellyas, Yoseph Demissie, Nora Seronello, Laura Maki

Absent: James Palmer, Josh Hash, Larry Scheg, Mel Ainsworth, Michael Sundquist, Pedro Mendez, Scotty Gonser, Shelton Patterson, Nancy Backlund, Timothy Vaughan, Jenni Abbott, Michael Guerra, Nadia Vartan, Carol Ellis, Francisco Banuelos

Approval of the Minutes

Jim motioned to approve the minutes from the November 9, 2011 meeting. They stand approved without objection.

Discussion

On the rubric in the infrastructure section, there was still confusion as to how we are to score personnel and non-personnel requests. The intent is to see if the unit has an understanding of the impact their request will have on infrastructure. In general, personnel will have a positive effect on infrastructure and non-personnel related requests will likely have a negative impact on the infrastructure score. It was discussed in non-personnel requests the infrastructure section should be rated as follows:

- 0 – highly impacts infrastructure
- 20 – moderately impacts infrastructure
- 40 – no impact on infrastructure

This scoring would be reversed in the case of personnel related requests.

Action Item:

- [Amend rubric language based on above discussion](#)
WHO: John Zamora
WHEN: As soon as possible
HOW: Email to everyone in CTC

Nora requested that the term infrastructure be added to our glossary of terms in the Technology Plan.

Our rubric does not have an area for the unit manager's ranking to be noted. We may want to consider adding this to our rubric for the next review process. At this time, we will go by our numbers and consider the unit manager's ranking as a group, if applicable.

We still have not received the unit ranking for non-personnel related requests. We will still move forward with scoring each technology related item. If the rankings from each unit arrive, we will incorporate them into our work at that time.

Review of the Extracted Data

We started by filtering out the software requests and realized that each one of these should be scored. We highlighted these to be scored individually by the CTC members.

We filtered out the other and outside services categories and selected the items we need to score and highlighted those requests.

When we filtered out the facilities requests, we realized these requests are out of our control, so we did not include any of these in the requests we will score.

Finally, we filtered out all equipment requests. We highlighted all those relating to technology.

Other Items

As we combine the results of the individual scores, we may find that the personnel rankings could inform the non-personnel rankings.

We plan to make recommendations on the ranking process for the next round of Program Reviews.

It was noted that some of these items listed will have already been purchased by grant funding or other sources of funding, but it was important for them to be included in each unit's program review. We will still score them if they impact technology.

The rubric has an area relating to SLOs, AUOs and SAOs. There was expressed concern that we may not know each unit's outcomes. This is true, but we can objectively score the request based on their use of the resource and if it will, in general, improve SLOs, AUOs and SAOs, even if we don't know the specific outcomes.

The key for this round of scoring is consistency. As you score each request individually, please be as consistent as you can. We will combine all score sheets together and rank each request as a group based on our combined scores.

We extended the deadline to submit the personnel related requests do to the holiday weekend. Please send your score sheets to Jennifer on Tuesday morning, 11/15/11.

Action Item:

- Individually rank the personnel requests using the amended rubric and send to Jennifer

WHO: CTC

WHEN: As soon as possible, no later than Tuesday morning, 11/15/11

HOW: Email to Jennifer Ahlswede

Next Steps

Jennifer will create a spreadsheet you can use to rank each non-personnel request that relates to technology. We will also send out the revised extract that only lists these specific personnel requests. You can use the updated rubric to individually score each request before our meeting on Tuesday afternoon.

Action Item:

- Create and email a spreadsheet for the council to rank non-personnel requests individually

WHO: Jennifer Ahlswede

WHEN: As soon as possible

HOW: Email to everyone in CTC

Next Meeting: Monday, November 14, 2011, 2 p.m. – 5 p.m. in Yosemite 213, to rank resource requests.