TECHNOLOGY ADVISORY GROUP
MINUTES

DATE: February 26, 2014   LOCATION: Library Conference Room L-105   TIME: 1:30 p.m. – 3:00 p.m.

PRESENT: Becker, Michael; Corlew, Curtis; Oleson, Mary; Turner, Reginald
ABSENT: Arora, Karan; Lopez-Thomas, Gilbert; McLean, Sharen; Olatunji, Ronke; Ryan, Clint; Wentworth, Kim;
STAFF: Benzler, Camme

Item #	Topic/Activity	Follow-up
1.	**Approve:** Agenda – February 26, 2014 was approved by those present. Minutes – November 20, 2013 minutes were approved. Mary asked that future minutes reflect who was absent as well as present. Those present agreed.	
2.	**Announcements/Updates** • D2L / Blackboard Retirement Kim Wentworth, LMC D2L Coordinator, has sent out notification of an anti-plagiarism training being held at DVC. The Distance Education Committee is working with District to establish guidelines for online training and instruction. Kim is attending that meeting today. Mike announced that Kim has sent out notification to LMC that Friday, May 2st is the final deadline to request any content be migrated from Blackboard to Desire2Learn. Once the course content has been migrated successfully into D2L it is the instructor's responsibility to move student work and gradebooks that are required for students who are finishing courses for which they received an incomplete. Multiple proposals for a technology training position were submitted via the Resource Allocation Process. • Infrastructure Upgrade Project (IUP/VoIP) DecoTech continues switch replacement and is currently working on the 2nd floor of the college complex. Emails are sent out weekly with updates as to areas that are being cutover. Phones will start to appear on desks the week of April 21st. The listing of new extensions will be coming soon via email. The Brentwood core is scheduled to be cutover on Friday, April 25. The ETA for completion is before Memorial Day weekend. • Technology Renovation Plan This plan for is computer and technology equipment refresh on a five year replacement cycle with year 2014-15 as year one. Scheduling refresh is based on age of the computers in areas. The Student Services remodel as well as math are both listed in year one. This plan uses redevelopment funding. Other technology which will be included in this plan including projectors, smart stations, and network printers; however, SARS and print release stations are not included. As these are taken out of service will use the best available to replace.	Sharen is to report on Technology Renovation Plan at Classified Senate this Friday.

	• Mike announced that Accreditation Standard III.C. is almost done. • Mary updated those present on the status of Lynda.com. There is currently an issue with authentication and roll out is on hold until this is resolved.	
3.	**Finalization of 2013-2014 charges** • LMC Technology Plan • Technology Renovation Plan • Continue to improve and educate the LMC community about technology purchasing processes The three remaining charges listed above were approved by those present. Mike asked the group to consider adding an addition charge: • Investigate new and emerging technologies for possible applications on campus (i.e. clicker technology being used for testing) Those members present approved this additional charge.	
6.	*Taking Agenda item number 6 out of order.* **Input to the Task Force that will be evaluating our Smart Classroom specifications** Mike announced that Kevin Horan is forming a task force to evaluate Smart Classroom. He asked the group if anyone had suggestions about this to take back to the task force. • Accessibility of DVD player – some are down too low to the ground • Have one standard instead of several different (i.e., currently different types of pixies) • Keep it simple and user friendly • It was suggested that Rashaad McAlpin and Paula Gunder should be members of the task force.	
*	**Remaining Agenda items were tabled as the group ran out of time.**	
	Next Meeting The next meeting is scheduled for April 16, 2014, L-105, 1:30 - 3:00 p.m. Meeting adjourned at 3:00 p.m.	