TECHNOLOGY ADVISORY COMMITTEE
MINUTES

DATE: November 20, 2013   LOCATION: Library Conference Room L-105   TIME: 2:00 – 3:00 p.m.

MEMBERS: Arora, Karan; Becker, Michael; Olatunji, Ronke; Turner, Reginald

STAFF: Benzler, Camme

Item #	Topic/Activity	Follow-up

1.	**Approve:**
	Agenda: November 20, 2013
	            Approved
	Minutes: October 15, 2013
	            The meeting was cancelled; however, Mike emailed each committee member and asked them to do the following prior to our November 20, 2013 meeting:
	1) Take the Meeting Date Survey so that we can determine the best meeting time to get the greatest attendance.
	2) Look at the Technology Strategic Plan under Share Documents. Look at and comment on both the LMC Tech Plan 2012-2014 and the Technology Goals and Strategic Action Grid. If you make changes, be sure to have Track Changes enabled and your initials associated with the copy of Word you use to edit the document.	

2.	**Announcements/Updates** • D2L Mike stated that the new D2L version will go live 12-27-13. Kim Wentworth, Electronic Resources Librarian, will be serving as the D2L Coordinator and primary contact for faculty/staff as we transition from Blackboard to D2L. Kim is working closely with members of the district Learning Management System (LMS) Task Force and the LMC Distance Education committee during the remainder of the academic year. Sandy Jones continues to offer D2L training workshops and drop-in lab sessions for faculty/staff. • Infrastructure Upgrade Project (IUP/VoIP) The project is scheduled to begin the week of 12-1-13. Work will begin in Art/Journalism and then move to the 1st level (Buildings & Grounds, Police Services, etc.) • Proposed computer replacement schedule Mike announced that LMC is developing a Technology Renovation Plan which will be based on a five-year replacement schedule with a goal of replacing 200 computers per year. Redevelopment funding has been identified for this project. Other technology which will be included in this plan include projectors, smart station switches, and network printers.	

	• Other? No other announcements/updates.		
3.	**Meeting Dates** Mike shared the responses he received to the *Meeting Date Survey* posted on the TAG Incite page. After discussion, it was unanimously agreed at we would change our meeting date/time from the third Wednesday of the month from 2-4 p.m. to the third Wednesday of the month from 1:30-3:00 p.m.	
4.	**LMC Technology Plan** The LMC Technology Plan is a work in progress. Mike indicated that the 5-year cycle for Technology Renovation would fall into this Plan. The Grid is designed to be reviewed and updated annually and is an appendix to the Technology Plan. The Technology Plan will follow the 5-year cycle of comprehensive Program Review, with the initial LMC Technology Plan dated 2012-2017. Mike is asking all of the committee members to go into the Technology Plan document to review and make additions and edits. Please be sure you have turned on "track changes". In spring 2014 TAG plans to send the Technology Plan to all constituencies for review and input.	Committee members will review and edit Technology Plan.
5.	**TAG Charges** Mike provided the committee with an overview of the report from TAG which was given to SGC on April 25, 2012. This report gave an update to SGC on the status of charges. TAG has not received charges for the 13-14 year and will reach out to the SGC and President Kratochvil. Continuing charges: continue to improve and educate the community on the technology purchasing process; continue and complete the LMC Technology Plan (with addition of Mac availability at LMC – explore the possibility of making some available in L-214); Technology Renovation Plan (Identify funding resources for a 5-year replacement cycle).	
6.	**New Directions** In addition to the charges listed above, Mike asked the committee to consider other items and new directions this committee should be exploring. He suggested working on integrating technologies (i.e. tablets, etc.). Karan suggested the committee investigate MIT open coursework so that lectures could be recorded and put on our website. Committee can explore costs, whether or not this is something within our means or not feasible. Karan also suggested looking into iTunes University. The committee agreed they would also like to see more department input. Invitations to attend TAG will be synced with the lab upgrade process so that the committee can hear more of the campus perspective.	The committee Will consider additional "new directions" for TAG.

| 7. | **Agenda Items for Next Meeting**

The next meeting of TAG will be held on Wednesday, 12-18-13, 1:30-3 p.m., L-216 (upper floor of the library).

Agenda Items:

Finalize charges

Technology Plan | |