



Technology Resources Committee MINUTES

April 27, 2006

A meeting of the Palomar College Technology Resources Committee was held on April 13, 2006, at 2:00 p.m., in Room SU-18

Call to Order

The meeting was called to order by Dr. Bonnie Ann Dowd

Roll Call

Members present: Arguello, Barkley, Davis, DeLeon, Dimmick, Goldsmith, Hoffmann, Jordan, Madrigal, Miller, Morrow, Thomas, Vargas, Vernoy, and Weintraub

Members Absent: Bealo, Clegg, Grasso, Lee, McClure, Rodriquez, Schwerdtfeger, Sullins

A. Minutes

The minutes of April 13, 2006 were approved as corrected (Barkley/Dimmick – MSC) and will be posted on the Palomar web page under Committee Agendas & Minutes.

B. Action Items/Second Reading

None

C. First Reading

None

D. Discussion/Information Items

1. Organizational Structure of Committee roles & responsibilities as defined by Governance Structure:

Bonnie distributed a handout from SPC titled “Definitions of Governance Structure” which defines the roles of committees, subcommittees, ad hoc committees, etc.

She then distributed a second handout of Recommendations for Consideration by TRC. Bonnie pointed out that issues related to academic or professional in nature are Faculty Senate issues and are not to be discussed at TRC. Chris Barkley advised the committee that the Senate has re-convened the Academic Technology Committee (ATC) which is a senate sub-committee. Mark Bealo as the Senate rep will give a standing report to TRC from that committee.

Bonnie also emphasized and that Chris B. stated in her e-mail that TRC is an oversight committee and we need to have forums in which decisions can be aired publicly. One of the other standing reports that she is recommending is a report from Academic Technology Group (ATG) as to what is going on (Terry Gray) and also a standing report from Information Services (Don Sullins).

Discussion then centered on the Initial Sub-committees:

- 1.) Instructional Technology – tasked with addressing academic type issues to include distance education. Recommend that this sub-committee be chaired by Academic Technology Coordinator, Haydn Davis.

- 1 a.) Ad Hoc Committee to address allocation of Instructional Equipment funds for faculty and lab technology consisting of the faculty members and Instructional Deans of TRC.
- 2 b) Ad Hoc Committee to address issues related to “captioning.”
- 2.) Operational Technology – tasked with assessing technology and its viability from an operational standpoint. Recommend that this sub-committee be chaired by Interim Director, Information Services, and Don Sullins.
 - 2 a.) Ad Hoc Committee to address email etiquette and SPAM filtering.
- 3.) Structure of Technology – tasked with addressing the most effective and efficient (e.g. resources) structure of the organization with regard to technology. Recommend that this sub-committee be chaired by Dean Mark Vernoy.

There was discussion about the need to identify funding sources. It was relayed to the committee that this would be the role of RAC. The Technology Resources Committee will make recommendations to SPC and once approved there will be forwarded to RAC to identify funding sources. Also, a good part of the Bond is to support technology.

Also discussed was our attempt to standardize systems. For example, if one department uses particular software and so does another, let’s get them together to share and pay only one license as a District. Also stressed was that technology is “fluid” and changes day-to-day and we have to fit these change into an organizational structure that is not flexible, so our role would be to encourage flexibility within the organization. This committee offers a great opportunity for us to respond to District needs.

Questions arose about the evaluation of new technology. IS & ATG and constantly reviewing new technology. But if someone has an idea that would relate to operational technology then that sub-group would take a look at it and the same for instructional technology – that sub-group would evaluate technology in that area.

The other area that came up was training. If it is instructional training, that is not our preveue which gets into academic and professional matters or ATG. Also, training is offered through Professional Development. Reports from ATG and IS can keep the committee informed as to training needs.

It was suggested that we start with these three broad sub-groups. Committee members may choose which area they would like to participate. The sub-groups will meet once before our final meeting of the semester and then come back in the fall with an idea of the goals they hope to accomplish during the fall semester.

Motion: (Barkley/Vernoy): Accept the three Sub-Groups as presented with the understanding that the need arises another sub-group could established. MSC

Sign up sheets were distributed for committee members to sign up for sub groups. Jo Anne will distribute these lists via e-mail so that the committee members that are absent can choose which sub-group they would like to participate.

Future agendas will have reports from sub-groups and ad-hoc reports.

E. Other Items

F. Pending Items

G. Adjournment

There being no further business, the meeting was adjourned at 3:30

**NEXT MEETING: May 11, 2006
SU-18**