



<p style="text-align: center;">Technology Resources Committee <i>MINUTES</i></p>

November 30, 2006

A meeting of the Palomar College Technology Resources Committee was held on November 30, 2006, at 2:00 p.m., in Room SU-18

Call to Order

The meeting was called to order by Bonnie Dowd.

Roll Call

Members present: Albistequi-Dubois, Cassoni, Davis, Dimmick, Hoffmann, Lee, McClure, Miller, Rollins, Sullins, Thomas, Vargas, Vernoy, and, Weintraub

Members Absent: Arguello, Barkley, DeLeon, Gray, Hartwell, Jordan, Madrigal, Morrow, Rodriquez, and Schwerdtfeger

A. Minutes

The minutes of October 12, 2006 were approved (Dimmick/Vernoy - MSC) and will be posted on the Palomar web page under Committee Agendas & Minutes.

Bonnie clarified that the only official minutes for TRC are those recorded and approved for the entire committee meetings and therefore, are the only ones posted to the website. Notes or minutes from the sub-groups are not official, but merely reports given to the overall committee. However, reports from ATG & IS are standing reports to TRC and are included in the TRC minutes.

B. Action Items/Second Reading

None

C. First Reading

None

D. Discussion/Information Items

Bonnie requested that the Agenda be suspended and jump to Item D-4 first as it will lead into the other agenda items.

1. The Role & Reporting relationships of TRC: The governance structure form was reviewed. Ideas for the role of TRC included:

- Identify and develop processes including streamlining those processes.
 - Identifying technology needs.
 - Distinguishing between operational (needs) versus policy and procedures related to technology?
 - How to plan for technology needs?
 - How to budget for the needs?
 - Policy and Procedures for use of technology
 - Structures to follow - need guidance/guidelines
2. The role & Products of TRC Sub-Groups & reporting relationships to TRC total committee membership: **The committee did not discuss the agenda item.**
3. What District-wide services should be provided to students that require technology resources? - Sullins
- Example: Web/FTP space for instructor directed projects
Academic Technology's Web3 server is out-of-warranty in January, 2007
Currently have 404 users with unique login accounts.
Used for various classes in Graphics Communication, English, and History who place projects outside of Blackboard.
 - Other services that should be handled District-wide

The above discussion/information item was not discussed and will be brought back on a future agenda.

4. 2006-07 Annual Implementation Plans: Bonnie defined and reviewed the AIP's and the process which is followed. AIP updates are due to SPC in November 2006, February 2007, and May 2007. TRC is the assigned group for Objectives 7, 8, 9, & 13. Discussion followed on what should be reported.

Objective #7 was reviewed and we will report the following: *Technology Resources Committee has formed sub-groups to begin dialogue one of which is the Instructional Technology Sub-Group chaired by Haydn Davis who is the Academic Technology Coordinator.*

Objective #8 was reviewed and we will report the following: *Block Grant funds rec'd by state have been allocated for Faculty computers. Instructional and Operation Technology Sub-Groups formed in TRC have begun looking at needs of support for instructional purposes. Also Information Services role is to provide up to date technical support for District PC's and software. The District did set aside funds to upgrade computer labs & classrooms (data, AV, etc.)*

Objective #9 was reviewed and we will report the following: *The Instructional Technology Sub-Group of TRC will assess technology training.*

Objective #13 was reviewed and we will report the following: *The Instructional Technology Sub Group of TRC will assess training needs of staff. Also, IS provided training to PS financial upgrade. Functional Specialists within divisions provide training.*

E. Reports - NO REPORTS WERE GIVEN AT THIS MEETING.

Academic Technology Report: Terry Gray

Information Services Report: Don Sullins

Sub-Groups/Ad Hoc Committees:

Instructional Technology - Haydn Davis

Operational Technology - Don Sullins

Structure of Technology - Mark Vernoy

No report.

F. Other

There being no further business, the meeting was adjourned at 3:45

NEXT MEETING: TBD