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|  ATC CommitteeMinutes |
| november 6, 2014 | 2:00-3:00 pm | L 238 S |
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| note taker | respectfully submitted by angie Arietti |
| Attendees | Elisabeth Shapiro: Chair | ~~Jorge Pastrana: School of Arts and Communication~~ |
| Concetta Calandra:-School of Language & Literature | Andrew Rempt: Academic Success Center |
| Kathleen Canny Lopez: School of Health, Exercise Science, Athletics & Applied Technology | ~~Randy Beach: Institutional Program Review and Outcomes Coordinator (Resource)~~ |
| ~~Russ Corpron: Part-time Faculty Representative~~ | ~~Al Garrett: Institutional Technology (Resource)~~ |
| Scott Finn: Counseling & Personal Development | Christine Meholic: Interim Chief Information Systems Officer (Resource) |
| Jaquelyn Gardea: Disability Support Services | Paul Norris: Institutional Technology (Resource) |
| Kesa Hopkins: Higher Education Centers (NC, OM, SY and CCAC) | Vacant: ASO Representative |
| ~~Emily Lynch Morissette: School of Social Science, Business, and Humanities~~ | Vacant: School of Math, Sciences & Engineering |
| Lauren McFall: Library Representative | Vacant: Online Learning Center (Resource) |
| GUEST/s |  |  |
| **Call to order/Approval of Agenda** | elisabeth shapiro |
| action item |  |
| There was a motion to add an item on the agenda and second. Approval of agenda. M/S/C. |
| **Public Comment** | elisabeth shapiro |
| Discussion | * David Borges (Dan) is going to be our new Chief Information Systems Officer. He was originally going to start on November 24th, but he will be starting on the 17th instead. He is coming from Cabrillo College. He was the lead on the technology plan at Cabrillo College in 2012.
* They are doing a registration health check in WebAdvisor. They should have a report out in a couple of days.
* We need to look at the practice of how we login to our systems.
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| **Approval of Minutes from 10/16/14** | elisabeth shapiro |
| action item | A motion was made to approve the minutes and was seconded. |
| Approvals of Minutes from 10/16/14 were approved unanimously. M/S/C. |
| **ATC Chair Report/Announcements** | elisabeth shapiro |
| Discussion | * We are looking to get a student representative for the ATC and the ITC Committees. We would like to get the same person to do both committees if possible. If anyone of this committee can think of a reliable person, please give that name to Elisabeth.
* We will put David Borges and Christine on the agenda for the next meeting.
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| **Compile List of Software Requests the ASC & Library Computer Labs that are not a part of the Intuit Suite** **5b. Non CC Software Items** | Shapiro & all members |
| Discussion | * Acrobat XI Pro
* Adobe Creative Cloud: Core Components
* Audition
* Bridge CC & Updates
* Core Components
* Dreamweaver CC (2014)
* Edge Animate CC (2014)
* Edge Code CC (Preview)
* Extendscript Toolkit CC
* Extension Manager
* Fireworks
* Flash Builder Premium
* Flash Profession and Mobile Device Packaging (2014) & Updates
* Illustrator
* Media Encoder
* Photoshop CC & Updates

A big issue for the library is that they need to have the same software on every computer. 5b. Non CC Software Items:* ADA Compliance Read and Write Gold (Renewal?)
* Microsoft Office 2013
* CAD Software (ask Hector)
* QuickBooks
* Graphing Calculator Software

There was a request to have more information on virtual desktop at our next meeting.  |
| **ATC Priorities for this year** | SHAPIRO & ALL MEMBERS |
| Discussion | One of the long term goals that IT is looking at is having a client based work station where all of the software will be housed on the servers (Virtual Desktop). **Priorities for 2014-2015**:* More support through OLC, retention would improve!!!!!!
	+ Percentage of online funds to go to online staffing.
	+ Digital assistant and Instructional Designer (online)
	+ Asked for many times; how do we move forward?
* Formal solution to disciplines and classes being able to have same lab every semester over other classes from other disciplines
	+ Brian
	+ Mink
	+ Kathy
* A method for faculty to get software to techs way ahead of time so that software is installed in labs and faculty offices well before a semester begins (3 weeks ahead of time).
	+ Standards and policies and online forms for requesting software
	+ When faculty sign contracts with software providers, have a method for SWC legal counsel (?) to be involved and then communicate officially with IT to enforce it
	+ Clarify policy: Should faculty really have to sign for personal liability re software use (i.e. LGL)?
	+ Follow the tech plan and actually allocate staff to act as software clearing house so as to facilitate purchase of software at best prices, etc. All software goes through here (non-institutional software). Push this as a higher priority this year in ITC.
* A way for faculty filling out program review to determine what is already available institutional
* Better way for faculty to know what is appropriate to request on Program Review, what should Go to Dean and what to go to IT
* SCC Report on what is funding and where requests are in the process.
	+ Make it transparent
	+ Each year on the college website/SharePoint, a list of what is prioritized in what order to remain up
	+ Each quarter a report from Institution as to which SCC Prioritized items were funded and when (from which year)
	+ Ask for a ballpark of how much money is available each year for prioritized items
	+ Ask at the end of each year for a report on the amount that was allocated to prioritized items
	+ Answer the question: Who decides how much is allocated if not the budget committee, more transparency.
	+ Have all of this information available on the SWC Website, easily accessible
* Registration: Finding an easier way for professors to print out rosters.
* Web advisor: It is difficult and time consuming for professors to add students online. They have to open multiple screens and cut and paste multiple times for each student.
	+ It was suggested to have Kathy Tyner attend one of our meetings.
	+ It was also stated that web advisor is only open for a short window to enter grades.
* Census Roster: Is there a way to send out a calendar invite to faculty a week before the due date for the census roster and also have admissions follow up with an email on the day that it is due.
* Online Program Review with a workable database.
* Technology Plan: Software clearing house to purchase software at the best prices and use collective purchasing power and central location/library so one person knows our licenses at SWC and who they are licensed to. This person could be half-time from IT or purchasing.
* Lobby for more money for technology.
	+ Replacing computers
	+ More technology funds for prioritized items because there is not enough left for modernization and growth.
	+ Total cost of ownership funds for what we have.
	+ Anticipation of future needs prior to falling behind based in market demand and evolving technology.
* Perkins/VTEA: Faculty don’t know how different areas get what.
	+ Faculty do not know what the legal process for “reallocation” is.
	+ Why do funds that faculty request, need, and do not turn down get reallocated to another program, school, or campus?
	+ We don’t exactly know where the reallocations go.
	+ We don’t know what the procedure is and what is legal about this.
	+ Perkins seems to be purchasing mobile devices using Perkins funds and we don’t understand how or why.

This committee needs to go through the above mentioned priorities and come up with their top three priorities to start working on. |
| **Adjournment** | Elisabeth shapiro |
| The next ATC meeting will be November 20, 2014 in L 238 S from 2:00-3:00 p.m.  |