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|  ATC CommitteeMinutes |
| October 31, 2016 | 1:20-3:20 pm | L 238 N |
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| note taker | respectfully submitted by angie Arietti |
| Attendees | Emily Lynch Morissette: Chair | JC Hernandez: ASO Representative |
| Scott Finn: Counseling & Student Support Programs | Vacant: Disability Support Services |
| Bernard Gonzales: Part-Time Faculty Representative  | Vacant: School of Language & Literature |
| Ari Hornick: School Business & Technology | Vacant: School of Wellness, Exercise Science, & Athletics |
| Joachim Latzer: School of Mathematics, Sciences & Engineering | ~~Dan Borges: Chief Information Systems Officer (Resource)~~ |
| Lauren McFall: Library Representative | Al Garrett: Institutional Technology (Resource) |
| Mark Meadows: Instructional Support Services & Continuing Education | Brett Jones: Institutional Technology (Resource) |
| John Rieder: Academic Success Center | Paul Norris: Institutional Technology (Resource) |
| Tracy Schaelen: Distance Education Program | Hector Reyes: Institutional Technology (Resource) |
| ~~Maria Elena Solis: Higher Education Centers (NC, OM, SY and CCAC)~~ | ~~Andre Ortiz: Training Services Coordinator (Resource)~~ |
| Micajah Truitt: School of Arts, Communication & Social Science | ~~Todd Williamson: Online Learning Center (Resource)~~ |
|  | Susan Yonker: Guest |  |
| **Call to order/Approval of Agenda** | emily lynch morissette |
| action item |  |
| Approval of agenda. M/S/C. There was a motion to amend the agenda. We will have Linda Hensley and Susan Yonker coming in today to answer any questions that we may have about program review. The motion passed unanimously.  |
| 1. **Prioritizing Replacements**
 | emily lynch morissette |
| Discussion | Emily had the opportunity to speak with Elisabeth Shapiro, who was the previous ATC Chair. She stated that it was unusual, but we have the power to approve Jay Henry’s request. Emily was not able to go to the meeting because she had the flu. However, Jay sat down with IT and came up with a list of what he wants. The only problem is that it is going to cost twice as much as we had thought. Paul mentioned that there may be an issue if we approve the hardware and the software doesn’t get approved. What are we supposed to do with the hardware as it sits? If he gets the new hardware, he needs the new software to make it run. Emily reminded this committee that the software isn’t our purview right now, Jay would need to go through program review for that and we could evaluate it then. Peripherals are also not a part of the replacement plan. We need to let Jay know that the peripherals and software needs to go through program review. All we are doing today is finding replacements for hardware requests as a committee. Paul reminded everyone that program review will be voted on in May by SCC and if Jay’s request for peripherals and software gets prioritized, we won’t see the money until next year. Paul stated that the computer order has to be placed typically by the 2nd week in April, so it arrives within this fiscal year.There was a suggestion to have a caveat. There was a motion to approve the hardware replacement cost for Jay Henry ($148,701.28) with a contingency that other funding source (Perkins, Program Review, or other money) for peripherals and software for this fiscal year. The motion passed unanimously. There was a motion to approve the list of replacements through Room 333 that will cost approximately $338,172.56. It was second and passed unanimously. |
| **Q and A with Linda Hensley and Susan Yonker** | Linda hensley/Susan yonker |
|  | In the past, we had an IPROC position, which Randy Beach filled. That position has gone away and does not exist anymore. Linda has an hourly that is helping her. All the faculty program reviews are due November 1st. Linda is trying to figure out Formstack to get the technology requests. They will divide them into new technology and replacements, put them into an excel sheet, and get them to this committee to review to make sure the list is accurate.Linda asked if it would be appropriate to send the technology replacement requests that were put in Formstack and in addition to look at the major equipment to see if anything on that list should go into the technology replacement list. Emily stated, that as a chair of this committee, she would be more than happy to take a look at it and get back to Linda. Emily would bring the questionable things to this committee. What does the November 14th date mean? Emily will speak with Elisabeth and get back to Linda. Linda will use the excel sheet, create columns with what is on the snapshot. Emily told Linda that we get the name of the item, the description, but we don’t know the data sources and to why they need the item. This committee would like to see the data sources to help prioritize. They have made the data evidence optional of the snapshot and especially the SLO evidence. Linda and Emily will meet with the hourly who is uploading the snapshot. To improve the process next year, you may want to put that new technology needs to be $2,500 or more. Maybe we should use our new technology definition. Perhaps use a word document with drop down menus. We need to get the amounts for new equipment and minor equipment on the document. There was a suggestion to have a student intern to create a new google form and have some kind of stipend for them.The IPRC needs two faculty representatives for their committee. They meet every other Wednesday, from 1:20-3:20 p.m.Emily will send Linda our revised rubric.  |
| **Adjournment** | emily lynch morissette |
| The next ATC meeting will be November 7, 2016 from 1:20-3:20 p.m. in Room L 238 N. |