

# **BARSTOW COMMUNITY COLLEGE DISTRICT**

*Technology Committee*  
September 19, 2013  
10:00 am to 11:00 am  
Admin Conference Room

1. Welcome
2. Approval of Agenda
3. Review/approval of meeting notes from April 18, 2013
4. Purpose Statement
5. Review Committee Description
6. Meeting calendar for the year
7. Technology Use Agreement
8. Other
9. Next Meeting – Thursday, October 17, 2013, 10:00 am to 11:00 pm in the admin conference room.

# Barstow Community College District

## *Technology Committee*

Meeting Notes: September 19, 2013 from 10:00 am to 11:00 am

**Present:** Virgil Stanford, Chairperson; Jacob Batarseh, Academic Senate; Sona Vartanian, Distance Ed Coordinator; Carl Delzell, IT ; Santos Caasi, CSEA; Bre-Anna Fraser, ASB; Debbie Wynne, Recorder and guest Dr. DiThomas, President/Superintendent.

**Absent: None**

**Welcome:**

Virgil welcomed everyone.

**Approval of Agenda:**

Approved

**Review/approval of meeting notes from April 18, 2013:**

Approved

**Purpose Statement:**

Discussion: The committee reviewed a sample Purpose Statement from the IEC. Virgil displayed the Technology Strategic Plan and explained its evolution. The plan can be obtained on the 'I' drive, under Technology Committee as well as from our website. The Plan is our guiding document. The large addendum contains an inventory of computers on campus, based on age. One function of the Technology Plan is to list the age of campus computers and to suggest when to replace computers. This year the Technology Strategic Plan will be updated. The age of computers will need to be updated and network information will be added to the Plan this year. Updating will also occur as IT brings new info to us. New technology requests should come through Program Review process.

Ideas for the Purpose Statement included: The Mission and Strategic Priorities of the institution...software and technology available...reviewing and making recommendations on replacing existing technology and related infrastructure to effectively maintain, monitor and enhance the technological infrastructure of the campus to effectively operate, maintain and enhance the district's information technology infrastructure to support the strategic and mission objectives of the institution.

Action: To send the ideas discussed to the committee members and ask them to come back with suggested wording at the next meeting to finalize our Purpose Statement.

**Review Committee Description:**

Discussion: Virgil read the description aloud to the committee. Dr. DiThomas noticed that 'training' was not in the description. Considering our recent virus, security training would be important. The intent of this agenda item was for the committee members to be aware of the responsibilities of this committee.

Action: The committee will suggest to the PAC that the word training be added to the description.

**Meeting Calendar For The Year:**

Discussion: It is possible that some dates may change in the spring if faculty hours change. Jacob would like to look at meeting at 11:00 am instead.

Action: Will review possibility of moving meeting to 11 am.

**Technology Use Agreement:**

Discussion: The Technology Use Agreement was originally needed for students. An agreement will also be needed for faculty and staff. The agreement for students is the first step. We do have a policy, but adherence is very low. Approving this agreement is a high priority with the President. The following recommendations were made: Attorneys review the agreement; a step by step process to follow through on enforcement of the agreement; and that the document be included in the Student Manual. It was suggested that committee members look at Technology Use Agreements from other colleges.

Action: Committee members will review the sample agreement and provide suggestions at the next meeting.

**Other:**

None

**Next Meeting**

October 17, 2013 10:00 am to 11:00 am.

# **BARSTOW COMMUNITY COLLEGE DISTRICT**

*Technology Committee*

**October 17, 2013**

**10:00 am to 11:00 am**

**Admin Conference Room**

- 1. Welcome**
- 2. Approval of Agenda**
- 3. Review/approval of meeting notes from September 19, 2013**
- 4. Purpose Statement**
- 5. Technology Use Agreement**
- 6. Updated Computer Inventory**
- 7. Other**
- 8. Next Meeting – Thursday, November 21, 2013, 11:00 am to 12:00 pm in the admin conference room.**

# Barstow Community College District

## *Technology Committee*

Meeting Notes: October 17, 2013 from 10:00 am to 11:00 am

**Present:** Virgil Stanford, Chairperson; Jacob Batarseh, Academic Senate; Sona Vartanian, Distance Ed Coordinator; Carl Delzell, IT/Recorder ; Santos Caasi, CSEA.

**Absent:** Deborah Wynne, Recorder and Bre-Anna Fraser, ASB.

### **Welcome:**

Virgil welcomed everyone.

### **Approval of Agenda:**

Approved, with time change of 11:00 am to 12:00 pm.

### **Review/approval of meeting notes from September 19, 2013:**

Approved

### **Purpose Statement:**

**Discussion:** Discussed Purpose Statement and the need to revise to one sentence. A sample recommendation was provided. It was recommended that the committee review the Fresno State University Tech Committee Policy.

**Action:** The new Purpose Statement: Technology committee mandates the use of technology to increase efficiency of college support services, to improve teaching and enhance student learning. Committee makes recommendations for creating and improving technological policies and procedures and replacing and enhancing technology components to effectively prepare and position the District's Information Technology infrastructure for growth and expansion.

### **Technology Use Agreement:**

**Discussion:** The Technology Use Agreement should be reviewed by district attorneys. The committee discussed title of the Technology Use Agreement and the scope. There is some concern that the agreement is worded too strongly with regard to civil and criminal liability. Phone and fax communication should be included in the Use Agreement. Some students are under 18 and parents may need to sign. Some had reservations about the document and would like more time to review. There is a need for specific mention of child porn.

**Action:** Virgil will take the Technology Use Agreement to the President for review by district attorneys.

### **Updated Computer Inventory:**

**Discussion:** Move this agenda item to November meeting, 250 items being filtered.

**Action:** Moved to November agenda.

### **Other:**

Meeting was briefly interrupted by participation in the Great Shake Out at 10:17 am to 10:30 am.

### **Next Meeting**

November 21, 2013, 10:00 am to 11:00 am, in the admin conference room.

# **BARSTOW COMMUNITY COLLEGE DISTRICT**

*Technology Committee*  
**November 21, 2013**  
**11:00 am to 12:00 am**  
**Admin Conference Room**

- 1. Welcome**
- 2. Approval of Agenda**
- 3. Review/approval of meeting notes from October 17, 2013**
- 4. Budget Allocation Proposals (BAP)**
- 5. Technology Use Agreement & AP 3720**
- 6. Updated Computer Inventory**
- 7. Other**
- 8. Next Meeting – Thursday, December 19, 2013, 11:00 am to 12:00 pm in the admin conference room.**

# Barstow Community College District

## Technology Committee

Minutes: November 21, 2013 from 11:00 am to 12:00 am

**Present:** Virgil Stanford, Chairperson; Deborah Wynne, Budget Analyst/Recorder; Jacob Batarseh, Academic Senate; Sona Vartanian, Distance Ed Coordinator; Carl Delzell, IT; Santos Caasi, CSEA; Bre-Anna Fraser, ASB; and guests: Heather Caldon, Director of Enrollment Services; Shawna Robbins, Director of Fiscal Services; Kyri Freeman, Librarian; James Daniels, Vice President of Student Services, guests.

**Absent:** None

### **Welcome:**

Virgil welcomed everyone.

### **Approval of Agenda:**

Approved

### **Review/approval of meeting notes from October 17, 2013:**

Approved

### **Budget Allocation Proposals:**

**Discussion:** This committee's purpose is to make a recommendation to the IEC. The IEC representative advised this committee's members to make their recommendation based on the BAP itself. IEC determined that BAP's dealing with technology should go to the Technology Committee because the committee may know something that the IEC doesn't know about. Items approved will be funded in the fiscal year 2014-2015 general fund budget. The following BAP originators spoke about their requests:

BAP 2014:22 – Originator – Shawna Robbins. Request is for \$3,307.57 to purchase a laser fiche for the business office. Current fiche was received used from another department. It has been used for three years and now shuts down because it gets too hot. The business office has previously used another laser fiche that was also received used from another department.

BAP 2014:28 – Originator - Kyri Freeman. Request is for \$46,000 to purchase a new ILS. This is the system that contains the entire catalog as well as fines owed by borrowers. The World Share ILS offers greater stability, is more streamlined, easier for students to access information, supports student learning by making it so much easier and simpler to access information and has demonstrated that students can search for materials using fewer clicks and with better displays. World Share would provide training. Santos has determined World Share to be feasible. World Share would also save BCC money, because we would not have to pay for the current electronic bibliography. First year cost would be \$46,000 and \$22,000 thereafter. Kyri did look at another product that was less expensive, had inadequate support, and did not meet her needs.

BAP 2014:06 – Originator - Nance Nunes-Gill. Request is for \$12,878 to purchase equipment to offer offsite satellite courses. Equipment could also be used on campus. Nance has been skypeing with students. A Technology Request Form was not submitted. Nance would like to pull her BAP.

BAP 2014:19 – Originator – Heather Caldon. Request is for \$10,000, one- time funding for a consultant to set up the system to drop for non-payment. Beginning Fall 2016, students will lose BOG eligibility if they have two semesters of academic probation per the Student Success Initiative Act. A Technology Request form was not included.

BAP 2014:20 – Originator – Heather Caldon. Request is for \$27,000 to hire a consultant to update the degree audit software. A Technology Request form was not included.

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Technology Committee

Meeting Date: November 21, 2013

Minutes Approved: December 5, 2013

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BAP 2014:21 – Originator – Heather Caldon. Request is for \$55,000 to purchase SARS Student Tracking system which will help several departments that need to track students such as; Tutorial, Computer Commons and PE classes.

**Action:** None

**Follow-up:** Committee will discuss and review the BAPs at the next meeting.

**Technology Use Agreement:**

**Discussion:** None

**Action:** None

**Follow-up:** Will add to next meeting agenda.

**Updated Computer Inventory:**

**Discussion:** None

**Action:** None

**Follow-up:** Will add to next meeting agenda.

**Other:**

Guests would like to see laser fiche on the list of technology that is replaced on a regular schedule.

Mr. Daniels informed the committee that a program to increase military enrollment which he expects to increase use of the library.

**Next Meeting**

December 5, 2013, 11:00 am – 1:00 pm as follow up meeting since not all of the agenda was covered.

December 19, 2013, 10:00 am to 11:00 am, in the admin conference room.



# Technology Committee

## ATTENDANCE

2013-2014

Members	9.19.13	10.17.13	11.21.13	12.5.13	12.19.13	1.16.14	2.20.14	3.20.14	4.17.14	5.15.14	
Virgil Stanford	P	P	P	P							
Jacob Batarseh	P	P	P	P							
Santos Caasi	P	P	P	P							
Carl Delzell	P	P	P	P							
Bre-Anna Fraser	P	A	P	P							
Sona Vartanian	P	P	P	P							
Debbie Wynne Recorder	P	A	P	P							