

# Technology Planning Committee (TPC)

<http://www.marin.edu/sharedgov/committee/TPC/index.htm>

December 8, 2016 Minutes

CALL TO ORDER: 2:10 PM – SMN 137, Kentfield

## **Members:**

Staff Resource: Mina Namvar

Classified: Sheldon Carroll, Ferhat Indi, Stacey Lince

Faculty: Tina Christensen, John Erdmann, Rachael Klein, Arthur Lutz, Steve Newton, Kofi Opong-mensah, Leah Sharp, Derek Wilson

Managers: Patrick Ekoue-totou, Carol Hildebrand

Students: Lidiya Jebessa, Ismail Azam

Absent: Sheldon Carroll, Ferhat Indi, Tina Christensen, John Erdmann, Arthur Lutz, Kofi Opong-mensah, Patrick Ekoue-totou,

Guest: Angela Olmanson, GRC representative

## **I. Approval and Adoption of the Agenda**

Approved.

## **II. Review and Approval of the Minutes:** (by TPC members present)

1. 12/1/2016 Minutes Draft

Approved.

## **III. Reports**

None.

## **IV. Discussion/Action Items**

1. TPC co-chair for Spring 2017.

The TPC Chair has a class from 4- 6:30 T/Th at IVC in Spring 2017 that was just added creating a conflict to attend meetings in person, which requires a Co-chair or Co-facilitator to run the meeting at KTD. D. Wilson will continue to perform chair duties (i.e. send/post the TPC meeting agenda, minutes, and materials).

A rotating Co-facilitator will be assigned per month (every 2 meetings) facilitate the face-to-face meeting. In addition, a Staff Resource person will be assigned to take minutes and send Zoom meeting invitations to all TPC members.

The TPC Co-facilitator rotation will be arranged before the first meeting of Spring 2017.

2. Review updated MS Word draft of 2017-2020 Tech to submit to PRAC for review during Winter break.

The outline structure will be modified to conform to headings of sections and categories: sections changed from A-F to I-VI, and categories changed from I-IV to A-D. Additional changes and corrections were made during meeting to sections A-C, with additional written corrections to sections D-F provided to the chair.

## Technology Planning Committee (TPC)

<http://www.marin.edu/sharedgov/committee/TPC/index.htm>

The chair will send the completed draft format as both a PDF and a MS Word file to PRAC via Jonathan Eldridge and Sara McKinnon and all TPC members on Tuesday, December 13 via email.

3. Schedule Future TPC Discussion/Action Items:
  - COM BP/AP policies and procedures recommendations
  - Program Review of technology related requests (computers, software, etc.)
  - Replacement Plan, and Rubric for instructional computers and display technologies (labs, classrooms)
  - Replacement Plan, and Rubric for non-instructional computers and display technologies (offices, conference rooms)
  - Other instructional technology equipment (i.e. Scantron machines, Clickers, CCD, teleconferencing, video-casting, etc.) recommendations, vetting and compatibility with current and future systems.
  - DEC Plan and infrastructure (CMS reviews, DE support)

Adjourned at 3:48 pm.

Next meeting Spring 2017: January 26, 2017.