

Technology Planning Committee (TPC)

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

January 26, 2017 Minutes DRAFT

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

Co-chairs: Leah Sharp, Derek Wilson

Members:

Staff Resource: Mina Namvar

Classified: Sheldon Carroll, Ferhat Indi, Stacey Lince

Faculty: John Erdmann (absent), Rachael Klein, Arthur Lutz (absent), Steve Newton (absent), Leah Sharp, Derek Wilson, [vacant], [vacant]

Managers: Patrick Ekoue-totou (absent), Carol Hildebrand (absent)

Students: [vacant], [vacant]

I. Approval and Adoption of the Agenda

approved

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

1. 12/8/2016 Minutes Draft
approved (1 abstain)

III. Reports

TPC Co-chair: the 2017-20 Tech Plan DRAFT-v6 is being reviewed by PRAC. The Inventory Spreadsheets from the CIO/IT Director were provided as attachments on 1/23/17.

We will wait to hear what PRAC has to say

IV. Discussion/Action Items

1. Introductions, for any new members present*
*(Add review of TPC Charges to the next agenda, as needed)
Not needed.

2. Co-chair process for Spring 2017 meetings:

As a TPC Co-chair, Derek will:

- Send out the agenda and minutes
- Send out the ZOOM invites via Outlook
- Post updates on the TPC Webpage
- Attend all TPC meetings remotely via ZOOM

As a TPC Co-chair, Leah will:

- Conduct and chair the meetings in SMN 137
- Generate the minutes (and forward a copy to Derek)
- Outline the Agenda (with additions to be sent to Derek & Leah as outlined above)
- Communicate with TPC members as required, for efficiency and transparency

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3. COM Accreditation Team (likely Greg Nelson) coming Feb. 23rd for 20-30 minutes to prepare TPC for future likely visit by external Accreditors, which will take place March 6th-9th.
4. Reviewed the Inventory Spreadsheets provided by the CIO/IT Director (12/15/16), added as attachments to the 2017-20 Tech Plan DRAFT-v6:
 - Hardware_StaffDomain.xlsx
 - Hardware_StudentDomain.xlsx
 - Software_staffNetwork_Dec.2016.xlsx
5. Schedule Future TPC Discussion/Action Items:
 - a. Replacement Plan and Rubric for instructional computers and display technologies (labs, classrooms)
 - b. Replacement Plan and Rubric for non-instructional computers and display technologies (offices, conference rooms)
 - c. Other instructional technology equipment (i.e. Scantron machines, Clickers, CCD, teleconferencing, video-casting, etc.) recommendations, vetting and compatibility with current and future systems.
 - d. COM BP/AP policies and procedures recommendations
 - e. Program Review of technology related requests (computers, software, etc.)
 - f. DEC Plan and infrastructure (CMS reviews, DE support)

Discussion of 5.a.

4-year replacement plan for computer hardware

How to prioritize/Evaluate priorities based on cost, ROI, usage, etc.

- age of computer needing replacement
- learning outcomes
 - program-level learning outcomes --
 - student learning outcomes – how many are met by updating/replacing equipment
- bringing all computers in a given room to same level of efficiency
- potential use e.g. new classroom: how many classes will use it
 - estimate man-hours on the device
- cost to replace or upgrade
- a program's needs for up-to-date equipment or lots of equipment
- compatibility of computer with updated software needs

Create a priority level structure based on above criteria, e.g. high, medium, and low priority for replacement.

Software updates come as needed/as provided by developers/or by request from users

Next meeting: February 9, 2017.

Meeting adjourned at 15:01.