

# Rancho Santiago Community College District

District Office

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## Technology Advisory Group

Meeting of: Thursday, January 6, 2011 – 2:30 p.m.

Executive Conference Room, District Office 114

### Meeting Minutes for January 4, 2011

**Members Present:** Curtis Childress, Norm Fujimoto, Dean Hopkins, Scott James, Cherylee Kushida, Sylvia LeTourneau, Aracely Mora, Joe Pacino, Narges Rabii, Roy Shahbazian, Sergio Sotelo, Martin Stringer

**Members Absent:** Raymond Hicks, Nicholas Quach, Jose Vargas

**Guests Present:** Tammy Cottrell, Becky Miller, Sergio Oklander, Sergio Rodriguez, Juan Vazquez

### Approval of Minutes from December 2, 2010 Meeting

The minutes from the December 2, 2010 TAG meeting were approved unanimously.

### Discussion

- 2011-12 Strategic Technology Plan
  - Reviewed and discussed committee membership
  - Reviewed and discussed the Executive Summary
- Course Management System Evaluation Sub Committee Update
  - Faculty survey has been completed. The Sub Committee will be meeting the week of January 10, 2011 to review the results.
  - The next steps of the project were discussed: determine system requirements, obtain demonstrations from vendors, coordinate on-site visits, assemble a selection committee, obtain quotations, analyze budgetary impact, evaluate systems, recommendation.
  - The composition of the evaluation committee was discussed.
  - Discussed Blackboard, Moodle and Sakai.
- TurnItIn.com
  - Resolution F2010 from SCC for the purchase of Turnitin.com was discussed.
  - SAC is reviewing the capabilities and features of Blackboard 9.1 and has not yet come to a resolution regarding Turnitin.com.
- SAC Wireless Project Update
  - ITS is in the process of launching the wireless project. A consultant has been retained to assist in the development of the standards, specifications, and scope of the project.
- RSCCD Video Surveillance Project
  - ITS is in the process of launching the video surveillance project. A consultant has been retained to assist in the development of the standards, specifications, and score of the project.
- Disaster Recovery Plan
  - ITS is in the process of purchasing additional storage to be used in conjunction with the Disaster Recovery Plan.

## **Information**

- The final draft of the 2011-12 Strategic Technology Plan was distributed
- SCC resolution F2010 regarding Turnitin.com was distributed

## **Action Items**

- TAG Committee reviewed membership and unanimously decided to add Becky Miller (SAC TAC) and Lana Wong (SCC FAC) as full time members.
- TAG Committee reviewed the Executive Summary of the Strategic Technology Plan and agreed that Curricunet Implementation should be added to the 2010-11 Accomplishments.
- TAG Committee unanimously approved the 2011-12 Strategic Technology Plan as presented and with the changes discussed above.
- Course Management System Evaluation Sub Committee compile the results of the faculty survey and distribute to the TAG Committee prior to the February 2011 meeting.
- Course Management System Evaluation Sub Committee will begin to develop the system requirements and will provide the draft to the TAG Committee at the February 2011 meeting for discussion, modification, and approval.
- TAG Committee discussed and unanimously agreed that the Evaluation Committee for the Course Management System Project should be comprised of the four member TAG CMS Sub Committee (Scott James, Cherylee Kushida, Roy Shahbazian, and Lana Wong), four faculty representative each from the SAC and SCC Academic Senates, one part time faculty representative each from SAC and SCC that have used multiple course management systems, one student representative each from SAC and SCC that have taken at least one on-line course and have experience with a CMS, Sylvia LeTourneau and any ITS staff as appointed by Ms. LeTourneau, Narges Rabii, Becky Miller, Sergio Rodriguez and one additional representative from SAC. Non-credit participation was determined to be optional, but representatives from OEC and CEC would be included if desired.
- Aracely Mora and Norm Fujimoto were assigned the tasks of contacting the Academic Senates and to coordinate the recruitment of faculty and students to participate in the project.

## **Meeting Schedule**

### **2010-11 TAG Meeting Schedule**

Thursday, February 3, 2011	2:30 – 4:00 pm	Exec. Conf. Room (Dist. 114)
Thursday, March 3, 2011	2:30 – 4:00 pm	Exec. Conf. Room (Dist. 114)
Thursday, April 7, 2011	2:30 – 4:00 pm	Exec. Conf. Room (Dist. 114)
Thursday, May 5, 2011	2:30 – 4:00 pm	Exec. Conf. Room (Dist. 114)
Thursday, June 2, 2011	2:30 – 4:00 pm	Exec. Conf. Room (Dist. 114)
Thursday, July 7, 2011	2:30 – 4:00 pm	Exec. Conf. Room (Dist. 114)
Thursday, August 4, 2011	2:30 – 4:00 pm	Exec. Conf. Room (Dist. 114)

## **Adjournment**

Ms. LeTourneau adjourned the meeting at 4:01 pm.