

Rancho Santiago Community College District

District Office

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Office: (714) 480-7439 Fax: (714) 796-3995

Technology Advisory Group

Meeting of: Thursday, July 7, 2011 – 2:30 p.m.

Executive Conference Room, District Office 114

Meeting Minutes for July 7, 2011

Members Present: Dean Hopkins, Scott James, Cherylee Kushida, Sylvia LeTourneau, Becky Miller, Aracely Mora, Joe Pacino, Randy Scott, Roy Shahbazian, Sergio Sotelo, Martin Stringer, Jose Vargas

Members Absent: Curtis Childress, Norm Fujimoto, Raymond Hicks, Nicholas Quach, Narges Rabii, Cynthia Swift

Guests Present: Laura Bennett, Tammy Cottrell, Sergio Oklander

Approval of Minutes from May 5, 2011 Meeting

The minutes from the May 5, 2011 TAG meeting were approved unanimously.

Approval of the proposed 2011-12 TAG Meeting Schedule

The proposed 2011-12 TAG meeting schedule was approved unanimously as presented.

Discussion

- iPad / iPod Applications
 - Laura Bennett (Purchasing) discussed a pilot project that Nicholas Quach and she had been working on. The pilot involves buying application vouchers from Apple to be used on iTunes for the purchase of applications for District iPads and iPods.
 - District iPads and iPods are tagged and tracked, even though they are not an “inventory-able asset.”
 - iPads and iPods can have up to five iTunes accounts “attached” to them.
 - With Apples voucher program, there is an account facilitator. It was suggested that for security and tracking purposes, that there just be one facilitator for each campus. The facilitator is responsible for administering the voucher program and the purchase of Apple applications.
 - Discussion ensued as to whether or not users should be allowed to download applications, if applications purchased by end users should remain property of the District, whether or not the District should reimburse end users for purchased applications, if the purchase of iPads and iPods should be left to the discretion of the Colleges, and is there a curriculum based reason for the purchase of iPads and iPods.
 - Sylvia LeTourneau and ITS will work with Purchasing and Accounting to establish procedures for the purchase of tablet applications, as well as use guidelines.
- Future Technology
 - Topic postponed until next TAG meeting.
- Social Media
 - The Social Media sub-committee expects to have a rough draft of the guidelines ready for review by the TAG Committee in the early fall.

- Course Management System Evaluation Sub Committee Update
 - There is no new progress on the evaluation . The faculty evaluations were not as helpful as the sub-committee had hoped. The sub-committee is meeting to discuss the options and next steps.
- TurnItIn.com
 - Discussion was postponed until the next meeting
- 2011-12 Strategic Technology Plan
 - STP may be reviewed and critiqued by ITS consultant.
- General Committee Member Updates:
 - ITS
 - ITS has hired a consultant to review and assess the department. The consultant will be conducting selected interviews with staff and may attend the August TAG meeting.
 - ITS bought 300 new computers with surplus fixed costs funds at the end of the 2010-11 fiscal year. These computers will be distributed between SAC, SCC, and DOC proportionately. The computers are designated to replace aging administrative (or staff) computers. These will not be deployed as academic or instructional computers.

Information

- No information was distributed

Action Items

- Sylvia LeTourneau and ITS will work with Purchasing and Accounting to establish procedures for the purchase of iPads, iPods and applications, as well as use guidelines. The policy will include not only Apple products but all tables, including Androids.

Meeting Schedule

2010-11 TAG Meeting Schedule

Thursday, August 4, 2011	2:30 – 4:00 pm	Exec. Conf. Room (Dist. 114)
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2011-12 TAG Meeting Schedule

Thursday, September 1, 2011	2:30 – 4:00 pm	Exec. Conf. Room (Dist. 114)
Thursday, October 6, 2011	2:30 – 4:00 pm	Exec. Conf. Room (Dist. 114)
Thursday, November 3, 2011	2:30 – 4:00 pm	Exec. Conf. Room (Dist. 114)
Thursday, December 1, 2011	2:30 – 4:00 pm	Exec. Conf. Room (Dist. 114)
Thursday, January 5, 2012	2:30 – 4:00 pm	Exec. Conf. Room (Dist. 114)
Thursday, February 2, 2012	2:30 – 4:00 pm	Exec. Conf. Room (Dist. 114)
Thursday, March 1, 2012	2:30 – 4:00 pm	Exec. Conf. Room (Dist. 114)
Thursday, April 5, 2012	2:30 – 4:00 pm	Exec. Conf. Room (Dist. 114)
Thursday, May 3, 2012	2:30 – 4:00 pm	Exec. Conf. Room (Dist. 114)
Thursday, June 7, 2012	2:30 – 4:00 pm	Exec. Conf. Room (Dist. 114)
Thursday, July 12, 2012	2:30 – 4:00 pm	Exec. Conf. Room (Dist. 114)
Thursday, August 2, 2012	2:30 – 4:00 pm	Exec. Conf. Room (Dist. 114)

Adjournment

Ms. LeTourneau adjourned the meeting at 3:55 pm.