SBVC Technology Committee	11-21-03 3:00 p.m. – 4:00 p.m. C-210	Minutes
Members Present Hughes, Billy ☺ - Chair Hrdlicka, Rick ☺ - Chair Lysak, Mike ☺ Metu, Reginald ☺ Bastedo, David ☺ Brennecke, Janet ☺ Dusick, Diane ☺ Jackson, Jack ☺ Warren, Ernestine ☺	**Members Absent** Allen, Sydney Busselle III, Carlos McKinley, Celia Moreno-Nicholas, Veronica Peterson, Robert Leal, Ann Escobedo, Anselmno Race, Steven	

Topic	Discussion	Further Action
Election of Chair	Rick Hrdlicka and Billy Hughes elected as co-chairs. Rick to Serve on the College Council	
Committee Charge	Billy read the committee's charge from Board Policy 1660. See the end of this document for excerpts of Board Policy 1660.	
Academic Computing update (Rick Hrdlicka)	PFE Funded $379K for Student computers across the campus. Purchases are being made. We will replace 100% of the student computers from the 2002-03 rotation, and about 50% of the 2003-04 rotation.	Need to create a rotation list for all computers on campus currently administrators, student services, much of the staff are not on the list.

Strategic Planning	1. Assess student software needs
	  a. Create lists of available software (campus, dist, and dept.)
	  b. What faculty and staff need
	  c. What faculty and staff want
	
	2. Asses instructional technology needs
	  a. (same as a b & c above)
	
	3. Create survey to support items 1&2.
	  a. Online form (ETUDES? Web site?)
	  b. Get input from fulltime faculty, Adjunct faculty, staff, and administrators.
		Diane Dusick, Jack Jackson, & Ernestine Warren to come up with a solution and bring back to committee at next meeting. Members are to email Diane w/ suggestions and questions.
		
		Survey to be completed

Topic	Discussion	Further Action
Budget	1. Need for a line item in the campus general fund budget to cover technology (not just computers and software) needs. This budget would support rotation of all computers on campus. 2. Need for budgets to support instructional labs separate from Programs.	
Next Meeting	**12/9/03, 3-4pm C210**	

SAN BERNARDINO VALLEY COLLEGE COLLEGIAL GOVERNANCE

MISSION STATEMENT

San Bernardino Valley College is a comprehensive college dedicated to making lifelong learning opportunities accessible to a diverse student population. The college serves high school graduates and those over eighteen years of age. In addition, the college provides a gateway to higher education and vocational training for non-traditional populations, including: qualified high school students; re-entry adults; immigrants; the educationally or financially challenged; and those who cannot or choose not to attend the main campus.

The mission of San Bernardino Valley College is: to prepare students to transfer to four-year colleges and universities; to provide students with the knowledge and skills needed to succeed in business, industry and the professions; to advance the state and region's economic growth and global competitiveness through continuous workforce development; to work in partnership with the local community to improve the quality of life in the Inland Empire; and to prepare students for active participation in a multicultural society. The faculty and staff of San Bernardino Valley College are committed to student success and to teaching and service excellence:

Tenets

We believe

- That a well-educated populace is essential to the general welfare of the community.
- That a quality education empowers the student to think critically, to communicate clearly, and to grow personally and professionally.
- That an enriched learning environment promotes creativity, self-expression, and the development of problem-solving skills.
- That we must provide students with access to the resources, services, and technological tools that will enable them to achieve their educational goals.
- That we can measure our success by the degree to which our students become self-sufficient learners and contributing members of society.
- That plans and decisions must be based on an informed consideration of what will best serve students and the community.
- That we must model our commitment to lifelong learning by maintaining currency in our professions and subject disciplines.
- That all levels of the college organization must openly engage in sharing ideas and suggestions to develop innovative ways to improve our programs and services.
- That interactions between all members of the college community must be marked by professionalism, intellectual openness, and mutual respect.

- That we must hold ourselves and our students to the highest ethical and intellectual standards.
- That we must maintain a current, meaningful and challenging curriculum.
- That students succeed best when enrolled in classes that meet their interests and match their level of academic preparedness.
- That all members of our campus community are entitled to learn and work in an environment that is free from physical, verbal, sexual, and/or emotional threat or harassment.

Vision Statement

San Bernardino Valley College will become the college of choice for students in the Inland Empire and will be regarded as the "alma mater" of successful, lifelong learners. We will build our reputation on the quality of our programs and services and on the safety, comfort, and beauty of our campus. We will hold both our students and ourselves to high standards of achievement and will expect all members of the college community to function as informed, responsible, and active members of society.

PHILOSOPHY

San Bernardino Valley College is committed to the idea of Collegial Consultation as assured in AB1725. We acknowledge the rights and responsibilities accorded to all parties within the District to participate effectively in District consultation consultation and support the establishment of procedures whereby faculty, staff, and students are ensured of appropriate consultation on matters affecting them.

We believe that groups of individuals working together to pool their knowledge, experience, and perspectives are an integral part of the decision making process at Valley College, and that the development of policies and procedures for college governance benefits greatly by involving those with appropriate expertise and those who will be most affected by those policies and procedures. (Collegial Consultation Board Policy 1660, p8-9)

TECHNOLOGY COMMITTEE

Charge

The Technology Committee explores and encourages innovation in the use of technology, including the support and training of faculty and staff in the uses of technology for academic and management applications. The Academic Computing Committee (which explores the use of technology in the classroom) serves as a sub-committee of the Technology Committee.

Membership

Membership is comprised of the three Vice Presidents, the Dean of Learning Resources, the chair of the Academic Computing Committee, the Instructional Designer, a representative from computing services, and a representative from the Network Specialists. (Collegial Consultation Board Policy 1660, p12)

COLLEGE COUNCIL

Charge

Technology Committee

The College Council has three primary functions planning, issue management, and communication. The planning function includes developing the college's Educational Master Plan (consisting of the college's primary goals in its quest to fulfill its mission) the Strategic Master Plan (consisting of specific objectives to accomplish in association with each goal in the Educational Master Plan). Issue management takes place by the College Council reviewing new issues and referring them to the appropriate college committee. As a representative body, the College Council functions as the central communication venue for college governance issues, in that all constituent groups report on their activities, and each representative carries this information back to their appointing body.

Membership

Membership is comprised of the President, of the Vice Presidents of Administrative Services, Instruction, and Student Services, the President of the Academic Senate, the Classified Union President (who also represents the Classified Senate), the President of the Associated Students, the Dean of Organizational Development, the Matriculation Officer, and the chairs of the following committees: Budget, Program Review, Partnership for Excellence, Professional Development, Technology, Facilities and Safety, and Curriculum. (Collegial Consultation Board Policy 1660, p10)

SBVC Technology Committee	1-20-04 3:00 p.m. – 4:00 p.m. C-210	Minutes
Members Present Hrdlicka, Rick - Chair Hughes, Billy – Co-Chair Lysak, Mike Metu, Reginald Warren, Ernestine Escobedo, Anselmo Race, Steven Busselle III, Carlos	**Members Absent** Allen, Sydney McKinley, Celia Moreno-Nicholas, Veronica Peterson, Robert Leal, Ann Bastedo, David Brennecke, Janet Dusick, Diane Jackson, Jack	

Topic	Discussion	Further Action
Approve past minutes	Motion Busselle Second Lysak Approved	
Approval of Instructional Technology Survey	Dr. Hughes presented Instructional Technology survey that represented input from committee. Several changes were suggested. Committee voted to approve the survey with suggested changes. Motion Metu Second Busselle.	Survey to be distributed to all Faculty, Staff, and Administrators. Data to be compiled and evaluated by the committee.
Revision of Campus Technology Plan	College Council set due date of March 1 for plan to be submitted. Concerns of committee include a funding cycle and source for campus technology.	Committee members to receive copy of technology plan and review that plan before next meeting.
Update PFE Purchases	Hrdlicka reported that most student computer purchases have been made and delivered. Will pursue with PFE committee to try and dedicate PFE monies for technology budget if PFE rolls into general fund.	
Computer Rotation	Discussed strategies for assembling a complete computer rotation schedule	Compile complete list of computer for rotation. VP's of Student Services and Instruction will be asked to assist in gathering info. The master asset list created by VP of Administrative Services will sought out.

Technology Committee

Topic	Discussion	Further Action
Laptops vs. Desktops	Discussed issue of why faculty members are only issued a laptop or desktop. Funding for only one is difficult to acquire.	Identify funds to purchase 10 or so laptops for AV to provide in classrooms
Old Business	Continuing need to identify budget for campus technology.	To be pursued by members in other campus committees.
New Business	State of Technology Report Need to develop a report addressing urgent technology needs on campus and where we are in the Campus Technology plan	Committee to develop report and submit to Campus and District
Next Meeting	**Wed, Feb. 18, 2003**	**3-4pm in C-210**

SBVC **Technology** **Committee**	**2-18-04** **3:00 p.m. – 4:00 p.m.** **C-137**	**Minutes**
Members Present Hrdlicka, Rick - Chair Hughes, Billy – Co-Chair Leal, Ann Kuck, Glen Metu, Reginald Warren, Ernestine Escobedo, Anselmo Race, Steven Dusick, Diane Orr, Bill Calote, Robin Roseli, Gabriel Byrd, Mark		Members Absent Allen, Sydney Moreno-Nicholas, Veronica Lysak, Mike Peterson, Robert Bastedo, David Brennecke, Janet Jackson, Jack Busselle III, Carlos Weiss, Kay Ragan, Kay

Topic	Discussion	Further Action
Approve past minutes	Motion Busselle Second Dusick Approved	
Approval of Instructional Technology Survey	Hughes reported on progress. 20 surveys returned. Survey is due before next meeting. Will send out email remainder. President wants survey that is not specifically instruction.	Report next meeting To be addressed later date.
Revision of Campus Technology Plan	Worked on Draft of what plan should address. See attached draft. Hrdlicka to send out 2001-2004 to identified managers for input on status of plans objectives.	Review draft next meeting. Come up with strategies to perform tasks on draft. Compiled report to be presented at next meeting.
State of technology Report	Postponed until after evaluation of 2001-2004 technology plan.	
Computer Rotation	Asked Student Services rep Gates to gather information on inventory of computers in Student Services. (Type of computer, Location, Age, Used by) Working to catch up with rotation	
Old Business		
New Business		
Next Meeting	**Wed, March 3, 2004**	**1:30 – 3:00pm in C-137**

SBVC **Technology Committee**	03-03-2004 1:30 p.m. – 2:40 p.m. C-137	**Minutes**
Present Hrdlicka, Rick - Chair Hughes, Billy – Co-Chair Bastedo, David Orr, Bill Gates, Jessie Byrd, Mark Dusick, Diane Warren, Ernestine Escobedo, Anselmo Race, Steven	**Absent** Lysak, Mike Metu, Reginald Brennecke, Janet Jackson, Jack Allen, Sydney Busselle III, Carlos Roseli, Gabriel	**Absent** Moreno-Nicholas, Veronica Peterson, Robert Leal, Ann Calote, Robin Regan, Kay Kuck, Glen Weiss, Kay
Topic	**Discussion**	**Further Action**
Approve past minutes	Changes to role sheet were made. Motion Gates 2nd Dusick	
Report on Technology Survey (Hughes)	52 Responses. Appears to be a high demand for LCD proj, PC's, Overhead proj. More information at next meeting	Next meeting more info
Revision of Campus Technology Plan Review plan draft (see attachment A) Discuss ideas to implement plan Report on 2001-04 plan evaluation.	Suggestions taken and will be in next draft. Postponed About half of the responsible parties have responded. Will send out a second email.	Review at next meeting. Draft to be sent to President and College council. Take suggestions at next meeting Completed sheet should be available at next meeting. Group to divide up work for evaluation.
Org plan presentation (Hughes) (see attachment B)	Hughes presented a draft of a reorganization plan. Changes were suggested. Concern over creating too many management positions at the expense of faculty and staff positions. Also of concern was the reporting structure. CHC reports to President.	Hughes and Calote to review suggestions and bring back proposal at next meeting.

Topic	Discussion	Further Action
Discussion of Smart Classrooms (Hughes) (see attachment C)	Information was presented about the advantages of smart classrooms and the many implementation models.	Further discussion in the future
PFE Proposals onetime purchases	Committee members will present onetime proposals to catch up with instructional and student lab rotation lists; to implement smart classrooms in existing buildings (this may be just putting LCD proj. on the ceilings as a first step); purchase faculty laptops or at least laptops for AV to put in classrooms as needed.	Plans to be brought forth at future meeting
Ongoing funding	Propose a plan to create a line item budget for instructional technology needs.	
Old Business	None	
New Business	None	
Next Meeting	**Wed, March 17, 04**	**C-137, 1:30-3:00p**

SBVC Technology Committee	03-17-2004 1:30 p.m. – 2:40 p.m. C-137	Minutes
Present Hrdlicka, Rick - Chair Hughes, Billy – Co-Chair Bastedo, David Byrd, Mark Dusick, Diane Race, Steven Metu, Reginald Calote, Robin Kuck, Glen	**Present** Roseli, Gabriel Escobedo, Anselmo Ron Keith Weiss, Kay **Absent** Jackson, Jack Busselle III, Carlos Warren, Ernestine	**Absent** Regan, Kay Orr, Bill Gates, Jessie Lysak, Mike Brennecke, Janet Leal, Ann Peterson, Robert Moreno-Nicholas, Veronica Allen, Sydney
Topic	**Discussion**	**Further Action**
Approve past minutes	Motion Hughes Second Kuck	
Report on Technology Survey (Hughes)	Survey shows high need for document cameras, LCD projectors, laptops, and DVD players, in the classroom. Many employees do not know what resources are available. Software licensing need to be managed better. A lot of duplication of efforts	Newsletter to inform employees of resources available. Maybe along with Distance ED Glen to schedule meeting w/ district and CH to consolidate site licensing
Revision of Campus Technology Plan Review plan draft	One change new draft to be supplied	Follow the plan to come up with solid technology support and integration into the campus.
Divide up work to complete 01-04 Evaluation	Goals need to be evaluated	Calote, Dusick, Kuck to review information and consolidate goals.
Org plan presented by (Hughes/Calote)	Clarified that Director is a new administrative position not one to be filled from existing faculty. Maybe filled from future vacated position of dean of Org Dev. Clarified the need for lower level technical support to assist network specialists	
Kiosk for student info	Has been discussed in the past. Will revisit this in near future	Byrd and Keith to return with more info.

Topic	Discussion	Further Action
PFE Proposals onetime purchases Student PC's, Software, Faculty PC's/LT's, AV HW, Smart Classrooms, LCD Projectors. Ongoing funding SW/PC's/?	Possible Proposals Divided up some of the writing tasks. Network Specialist to prepare proposal for Student PC's/Software (One time and ongoing). Bastedo to work on proposal for Faculty laptops. Race to work on equip for AV. Dusick to assist all parties to write toward PFE Goals	Request to be prepared for final approval at March 31 Meeting.
Old Business	None	
New Business	None	
Next Meeting	**Wed, March 31, 04**	**C-137, 1:30-3:00p**

SBVC Technology Committee	03-31-2004 1:30 p.m. – 3:00 p.m. C-137	Minutes
Present Hrdlicka, Rick - Chair Hughes, Billy – Co-Chair Bastedo, David Orr, Bill Gates, Jessie Byrd, Mark Race, Steven Metu, Reginald Brennecke, Janet	**Present** Busselle III, Carlos Roseli, Gabriel Escobedo, Anselmo Kuck, Glen Warren, Ernestine **Absent** Jackson, Jack Allen, Sydney	**Absent** Moreno-Nicholas, Veronica Peterson, Robert Leal, Ann Calote, Robin Regan, Kay Weiss, Kay Dusick, Diane Lysak, Mike

Topic	Discussion	Further Action
Approve past minutes	Motion Gates Second Kuck	Make modifications to org discussion
Discuss Rotation Lists Student/Faculty/Staff	Need to create lists for faculty and staff. Give old computers to students	Kuck to obtain asset list and seek information as to disposal of old equipment.
Discuss Budget Tied to Rotation PC Replacement Cost?	PFE budget reductions have created a deficit TTIP is being phased out. District/Valley needs to look at the TCO (total cost of ownership for IT. Need to evaluate PC replacement costs	Hughes and Keith to bring back stats on industry contributions to IT as a proportion of the overall budget
Discuss Previous Plan Evaluation	Send copies of plan to Gates, Ali, Garland for review. Send copies to committee.	Committee to bring back recommendations as to goals and strategies to delete or add.
Org plan revisited (Hughes/Calote)		Take org plan to College Council
Kiosk for student info Byrd/Keith	Postponed	Present on 4/7/04
PFE Proposals	Reviewed proposals for PFE Next years student Budget Finish this years rotation student PC's Audio Visual	Submit Proposals Report back status

Topic	Discussion	Further Action
Microsoft Campus Agreement (Hrdlicka)	Faculty and staff need to buy Microsoft Software from www.uscollegebuy.com In order to protect institution from lawsuits. If we give to employees and employee uses software for other than work we could be held responsible.	Add to tech plan Distribute information on where to buy to employees.
2/3 committee member retention for next year	Recommendation of College council that at least	Prepare list of faculty members that want to stay on committee
Old Business		
New Business		
Next Meeting	**Wed, April 7, 04**	**C-137, 1:30-3:00p**

SBVC Technology Committee	04-07-2004 1:30 p.m. – 3:00 p.m. C-137	Minutes
Present Hrdlicka, Rick - Chair Hughes, Billy – Co-Chair Bastedo, David Orr, Bill Gates, Jessie Dusick, Diane Race, Steven Metu, Reginald	**Present** Calote, Robin Warren, Ernestine Brennecke, Janet Jackson, Jack Busselle III, Carlos Roseli, Gabriel Escobedo, Anselmo	**Absent** Moreno-Nicholas, Veronica Peterson, Robert Leal, Ann Kuck, Glen Weiss, Kay Byrd, Mark Lysak, Mike W.G. Garland Allen, Sydney

Topic	Discussion	Further Action
Approve past minutes	Motion Busselle Second Hughes	
Discuss Rotation Lists Student/Faculty/Staff Recycling	Possibly giving old PC's to Students	
Discuss Budget Tied to Rotation PC Replacement Cost? TCO (Keith /Hughes)	Average 7.3-7.8% of overall budget up to 10% of whole budget dedicated to technology TCO	More Info Next Week
Finalize Previous Plan Evaluation Suggest additions to goals and strategies	Strategies to stay on list. Members to email recommendations to Hrdlicka.	List to be completed for next meeting.
Standardized equipment lists? (Hrdlicka)	Committee does not feel comfortable dictating specific equipment. Recommended buying in large groups.	Will discuss minimum standards later date.
Kiosk for student info (Byrd/Keith)	Postponed	Next Meeting.
PFE Proposals Added Kiosks	No	
Distribute signup sheet 2/3 committee member retention for next year	Members will email chair	Report next meeting

Topic	Discussion	Further Action
Old Business		
New Business	Investigate smart cards on campus. Too many different systems. Need to standardize on one system. System needs to be appliance based not PC based. Possible outside vendor to provide cards with dual use. Cards should be usable for all services on campus.	Requested more info from Ron Keith
	District Information up to date. We have a problem with keeping information on employees up to date. Need to be a system in place to enter new info in when hiring a person and then keeping it up to date.	Add to goals as a strategy.
Next Meeting	**Wed, April 21, 04**	**C-137, 1:30-3:00p**

SBVC Technology Committee	04-21-2004 1:30 p.m. – 3:00 p.m. C-137	Minutes
Present Hrdlicka, Rick - Chair Hughes, Billy – Co-Chair Bastedo, David Byrd, Mark Dusick, Diane Race, Steven Brennecke, Janet Busselle III, Carlos Escobedo, Anselmo	**Present** Gibbons, Ann Warren, Ernestine Powell, Roger **Absent** Lysak, Mike Metu, Reginald Jackson, Jack Roseli, Gabriel	**Absent** Calote, Robin Garland, W.G. Kuck, Glen Weiss, Kay Allen, Sydney Peterson, Robert Moreno-Nicholas, Veronica Gates, Jessie Orr, Bill
Topic	**Discussion**	**Further Action**
Approve past minutes	Motion Dusick Second Warren	
Discuss Rotation Lists Student/Faculty/Staff Recycling	Received Inventory list from Student Services.	Need lists form Instruction and Admin Services
Discuss Budget Tied to Rotation PC Replacement Cost? TCO (Keith /Hughes)	Postponed	
Review Previous Plan Evaluation	No report	
Review Suggested additions to Plan	Draft of Technology Plan will be sent out for Committee Feedback	Committee to approve plan at next meeting.
Smart Cards	Used currently in PE, Counseling, Library. Can be used across campus. Examples include: Tutoring, Cafeteria, Tool Room, Labs, Offices, Vending, and others. Possible Partnership with phone company for cards.	To Continue Discussion Next Year
Kiosk for student info (Byrd/Keith)	Byrd presented some possibilities for Kiosks.	To Continue Discussion Next Year
PFE Proposals	No report	
Faculty Members Wishing to stay Next year	Jan Brennecke, David Bastedo, Jack Jackson, Diane Dusick	
Next Meeting	**Wed, May 5, 04**	**C-137, 1:30-3:00p**