# BERKELEY CITY COLLEGE – TECHNOLOGY COMMITTEE

## MINUTES for the Meeting of Wednesday, February 12, 2014

## 12:15 – 1:30 PM, Room 451A

ATTENDEES: Fabian Banga, Antonio Barreiro, Vincent Koo, Theresa Rumjahn, Loretta Newsom, Susan Truong, Hannah Chauvet, Leonard Chung, Josh Boatright, James Wilton

CO-CHAIRS: Antonio Barreiro, Fabian Banga, Roberto Gonzalez

## DISCUSSION OF AGENDA ITEMS:

1. **Call to order (12:22 PM)**
   1. Antonio Barreiro called the meeting to order.
2. **Venue Change for March and April (5th floor)**
   1. The next two meetings will meet in the 5th floor conference room.
3. **December Minutes Review (DropBox; approve next meeting)**
   1. Everyone should review the draft December minutes (in the folder named “Minutes” in DropBox) for editing and approval at the next Tech Committee meeting (March 12).
4. **January Updates (12:30 PM)**
   1. Antonio summarized the January 8 meeting, which was attended by a few people because many were still off for winter break:
   2. **South Campus (Annex)** – Network and classroom technology are not up and running yet due to furniture, computer and equipment delays. The furniture was delivered last week and is being installed. The 50-seat classroom on the 1st floor will be used Monday – Friday mostly for math classes. Room 201 on the 2nd floor will be transformed into a satellite LRC – Carlos Cortez, the LRC Coordinator and writing coaches are working on the scheduling. We are still working on the network and there have been dramatic delays in computer, printer, and other technology equipment, including laptops for the LRC, desktops for offices, printers, and related connection equipment. We are only leasing the space, so the cabling and equipment will not be permanent. We have 18 more months remaining in this space. The owner is selling the building, either the entire building or as real estate where the building would be demolished and replaced. We are considering two properties in this area which we can own as our 2nd Campus location, and we will know more by April.
   3. **Faculty office moves** have just completed and IT is working to get computers and printers up and running**.**
   4. **GoPrint** (Measure A funding) is not up and running yet. The equipment is still coming in. We should be prepared for the possibility that this won’t be functioning until late spring.
   5. **Kurzweil** – wait for Roberto Gonzalez to report on this.
5. **District Technology Committee Update (1:05 PM)**
   1. Fabian Banga reported that the DTC meeting last Friday was short. Roberto Gonzalez gave a great accessibility presentation, describing how PDF files should be prepared for accessibility, how images should be prepared and captioned for websites, concerns about videos lacking closed captions (such as the Board meeting videos), and how documents should be uploaded as text and not as scans of a document because the words in images cannot be read by screenreaders. The DTC will probably create an accessibility committee lead by Roberto Gonzalez.
   2. Fabian Banga said the District is implementing a Technology Resource Priority Request similar to last year where the campuses submit a prioritized list, costs, and documentation for supplemental technology purchases which could receive matching monies (Measure A) from the District. Only Laney, BCC, and the District submitted requests last year. The District uses a rubric to score the requests. So we should develop a new, prioritized resource list and costs based upon supporting documentation from our APUs. Fabian Banga distributed copies of the rubric and the BCC list from last year (reverse side of handout), and said we should follow this in preparing our new request list.
   3. [Added after the BCC Tech Comm meeting, for reference, from the District’s PBI website: See the DTC’s May 3, 2013 documentation--
      1. [DTC Technology Resource Priority Request](http://web.peralta.edu/pbi/files/2010/11/DTC-Technology-Resource-Priority-Requests.pdf)
      2. [Colleges and District Lists](http://web.peralta.edu/pbi/files/2010/11/Colleges-and-District-Lists.xls)
      3. [Final Scores](http://web.peralta.edu/pbi/files/2010/11/Final-Scores.xls)
      4. [Scoring Rubric](http://web.peralta.edu/pbi/files/2010/11/Scoring_Rubric1.docx) ]
   4. The campus requests must be submitted to the PBC by the DTC at the PBC’s next meeting on March 28, but the DTC must have the requests by its Friday, March 7 meeting. This means the BCC Roundtable must review, approve, and forward our request at its March 3 meeting, and the BCC Tech Committee must meet prior to that to prepare our request. It was agreed that we should meet next week on Wed., Feb. 19, from 10-12 for this purpose and that the committee members should bring their updated Department APUs for this year. Antonio said that Carlos Cortez and Catalina Herrera have put together resource needs from each department and this has now gone back to the department chairs for final revision. We should have this by next Tuesday, in time for our Feb. 19 meeting.
   5. Antonio Barreiro will send a meeting announcement to the Tech Comm and department chairs about the Feb. 19 meeting. Committee members should send a representative if they can’t attend.
6. **Annual Program Update (APU) technology requests review (1:10 PM)**
   1. In preparation for the Feb. 19 meeting, everyone should review their APUs for this year, and if they haven’t, then review their APUs from last year and ask their department chair or Dean about the status of their APU requests from last year. If those requests have not been fulfilled yet, then make the request again. This is in preparation for the District Technology Requests. The Requests to the District should be prioritized, campus-wide technology needs and should be a sum of money for total quantities and a general description rather than specific details. For example, if we request a lab for proctored exams, this will not only help Distance Education, but also be available to other departments. Also, computers obtained for the language lab will free up money for other department needs. We should use last year’s documents to guide us. The District is only providing matching funds, not the whole amount.
   2. Several people were concerned about requesting the same technology if it was already included in last year’s Technology Resource Priority Request to the District. Antonio Barreiro commented that we should find out first about the status of internal funding and APU implementation for those items. Therefore, check with your department chairs (the usual first step) and with your Dean since Lilia Celhay is no longer directly involved in this process (as she was last year).
   3. Vincent Koo asked if we received the money from last year’s request to the District. Fabian Banga and Antonio Barreiro did not know although the money has been budgeted for by the District. It was suggested that Debbie Budd ask the Chancellor about that status of our request money.
7. **Accreditation Update (ACCJC Standard IIIc) (1:15 PM)**
   1. There are several meetings scheduled next week for Accreditation. Everyone should be performing their Annual Program Updates (APUs) as part of this. We will need to report to the BCC Cabinet and Roundtable next week.
8. **Meeting Adjourns (1:30 PM)**

*(Minutes taken by Theresa Rumjahn)*

**Handouts at the Meeting:**

* Agenda
* District final Rubric for Technology Resource Priority Request, and List of BCC purchases that were funded (on reverse of sheet)
* Examples: Draft BCC Annual Program Update (APU) Needs Matrix 2013-2014 for Arts & Cultural Studies, and for Library (on reverse of sheet)