**BERKELEY CITY COLLEGE - TECHNOLOGY COMMITTEE**

**MINUTES for the Meeting of Wednesday, December 12, 2012**

**1:00 – 2:00 PM, Room 451A**

ATTENDEES: Leonard Chung, Roberto Gonzales, Lee Marrs, Fabian Banga, Lilia Celhay, May Chen, Loretta Newsom, Siraj Omar, Theresa Rumjahn (note taker)

MEETING CHAIR: Fabian Banga
**CO-CHAIRS:** May Chen, Lilia Celhay

**DISCUSSION OF AGENDA ITEMS:**

1. **Call to order (1:05 pm)**
	1. Lilia Celhay called the meeting to order.
2. **Approval of the minutes (1:05 pm)**
	1. The committee took 5 minutes to review the draft minutes for the November 28, 2012 meeting, but had no changes. It was emailed to the committee earlier in the week.
3. **IT Budget Development Process (1:10 pm, Fabián Banga)**
	1. Fabián Banga reported that he attended the District Tech Committee meeting last Friday, December 7th. District IT displayed a simple request form for campuses to use for requesting Measure A applications, materials and resources. Most of the discussion at that meeting concerned how to report the proper codes on that form. The form does not have any column for reason for the request, such as if the request is part of an assessment plan or a unit plan. The issue is that many of the technology resource requests coming from the campuses do not have budget codes. Fabián Banga thought the District would not be making any changes to their form and we should go ahead and use our own log form, developed by May Chen. Lilia Celhay concurred.
	2. Lilia Celhay observed that if the District form is already done, then BCC’s internal program review matrices will be helpful when making our technology requests to the District. Our program review process should document our technology needs and help to develop the rationale for our requests.
4. **Program Review Needs Matrix (1:27 pm, Lilia Celhay)**
	1. Lilia Celhay provided copies of the latest version of the Department Program Needs matrix for all of the Departments at BCC. There are 4 columns including Facilities, Human Resources, Technology, and Other. She briefly described the contents of each column and what types of information is contained in them.
	2. May Chen provided copies of the latest “2012 Student Services Program Needs” matrix and the “Berkeley City College – Student Services Proposed Position Rankings”.
		1. The position rankings were extracted from information submitted by student services staff about staffing/hour needs, technology, facilities, space, and other needs. The positions are ranked with “1” as the highest priority.
		2. The Student Services Program Needs matrix has 5 columns including Program, Personnel, Supply/Equipment, Financial, and Facility. She briefly described what types of information is included in the columns.
	3. Lilia Celhay said the challenge in completing our technology requests is providing specific and concrete needs on the program review matrices in the time we have left. We need to ask our Department Chairs to be more specific when they are requesting computers and equipment. For example, we need to know how many computers, what types of computers, what software and how many are needed for those computers, what additional furniture.
	4. Leonard Chung indicated it would be very helpful to have specific prompts on the matrix. For example, prompts could be “specific software needs” and “is this cited in your department program review?” Siraj Omar said it would be good to have examples of what is expected from the Technology Committee on the matrices.
		1. Lilia Celhay and Fabián Banga agreed that prompts will be helpful and will have these placed on the matrix forms.
	5. Lilia Celhay said that whatever ends up on the department’s matrix, make sure it is reflected in the department’s program review – the matrix needs to mirror and be supported by the program review.
	6. Roberto Gonzales asked for clarification on the $42K for student services technology, based on discussions at previous meetings. He asked where the funding was coming from, is it a campus request or a business/office request, how will he find out about the status of that request, and which fund to use to request day-to-day computers and office equipment that do not seem to have been part of campus refresh (e.g., we have 8 computers we need based on our department review).
		1. Fabián Banga indicated that if the computer or equipment was requested under a $1 million budget set aside by Christa Johns about 3 years ago, then the computer should be in your office –check with Vincent Koo on the status. If the computers are part of the campus refresh, then do not include those computers in program review because they will be replaced according to an existing refresh schedule. If you have a questions about a specific machine or have changes, then check with Vincent about the replacement schedule, but do this by the end of May otherwise it will be too late to make changes. Computer requests made under Measure A funds will need to go through program review and need to have the log forms filled out to submit to the District.
		2. May Chen referred back to the Measure A fund amounts in “measureAfunds.pdf” from last meeting. She said Vincent Koo has a comprehensive list of the total college requests. He has already begun to purchase and replace equipment.
		3. Roberto Gonzales asked who can advise us on which funds to use for certain types of equipment requests. For full duplex printers, should we allocate from student services or from money elsewhere? Fabián Banga suggested identifying the printers in your program review if the printers are not already covered under a specific program. May Chen said putting dollar values to the equipment requests will be very helpful. Lilia Celhay indicated that your department chair should be your advisor.
	7. Siraj Omar said they mentioned a need for an organic chem lab in their program review but did not make any estimates. They also have special equipment that costs thousands of dollars, but did not itemize the other equipment needed for teaching, such as clamps, beakers, etc. A broken ice machine needs to be replaced, which is outside of the Measure A process.
		1. Lilia Celhay said that it will be very helpful for admin and the departments if there were itemized lists and they provided cost estimates. We will be sending out this department matrix list again, so everyone can update and add to their lists.
		2. After further discussion, Siraj Omar will need to submit an equipment replacement or upgrade request by February 1, for the broken ice machine, in order to use some of the leftover $200,000 available funds.
	8. Lee Marrs asked what category should be used for ancillary things that multimedia uses. She said some grants and categories do not include software on “instructional supplies”, but in others, software is considered “instructional supplies”.
		1. Lilia Celhay said that routine instructional supplies such as pencils, erasers, etc., should be part of routine office and instructional supplies. Fabián Banga suggested placing ancillary items under Other, if they are not Facilities, Human Resources, or Technology.
		2. May Chen said that Instruction and Student Services may want to separate technology into hardware and software. Everyone agreed with this.
	9. Roberto Gonzales asked how the matrices can be disseminated so others will know about them. Lilia Celhay said that the matrices have been discussed in the Roundtable, Leadership, Department Chair, and other meetings. May Chen said that the matrices were not developed by us, but by other committees and staff. Technology Committee members were encouraged to discuss the matrices with their department chair or representatives to other committees.
	10. **Lilia Celhay said an updated matrix with instructions, including cost estimates and software needs, will be sent out. She said we need to update our list of needs for the program review matrices in one month. It was agreed to have the lists completed by January 15,** but Siraj will need a one week extension since he will be out of the country.
	11. May Chen indicated she would locate Vincent Koo’s equipment request spreadsheet presented at the last meeting, and place it on the Tech Committee website. She will also ask Vincent to provide or create the form for technology requests.
	12. Fabian Banga said if you have the vendor code, put that on the request form for Vincent Koo.
5. **Distance Ed update, MOOC, websites and moodle. (1:53 pm, Fabián Banga)**
	1. Fabián Banga said the District is working on moving to a Gmail enterprise project. This will improve our email system and the way we interact with students.
	2. Moodle should be online next week, so instructors can access their own shells.
	3. The BCC website is running fine, the server is paid for annually. The Roundtable Committee says the website is difficult to navigate. People want a top navigation bar or menu area.
		1. Lee Marrs said we need to get somebody experienced as a web designer to run the website.
		2. Fabián Banga said we can put a menu on top but it needs to be accessible. We should get more statistics on which sites are visited most often. We should get a group of people from the departments to work on a shared governance website committee to determine what should go on the website. We used to have a website committee. We are working to allocate a full time position for the website.
6. **IT Update (Vincent Koo)**
	1. Held over until next meeting.
7. **Other**
8. **Adjournment (2:05 pm)**

**Attachments:**

1. Agenda for December 12, 2012
2. Departments (program review matrix)
3. Berkeley City College – Student Services Proposed Position Rankings
4. 2012 Student Services Program Needs