



Ventura College Technology Advisory Group
DRAFT-Meeting Minutes 2018-19 Academic Year
Monday, October 8, 2018, CCCR

Present: Grant Jones, AJ Naderi, Chloe Branciforte, Matthew Moore, Ken Drake, Kaela Casey, Dan Watkins

Handouts: **Technology Award Proposal (not approved yet)**

Recorder: **R. Lillie**

Agenda Item	Summary of Discussion	Action
Call to Order	Grant called the meeting to order at approximately 2:00 p.m.	
Approval of Minutes	Minutes were approved by consensus.	
I.T. Request Form Proposal	Dan Watkins discussed the IT project request form that the District office has implemented to help bring in new projects, and the propensity to simplify and centralize IT requests into a spreadsheet format to help keep track of IT projects. Grant asked the group if they saw this as something useful. Chloe Branciforte suggested integrating it with program review to prevent confusion. Grant mentioned that this would still need to pass through the college planning council for approval.	
Emergency Broadcast System Update	Grant introduced some options for an emergency broadcast system, comparing ours (Rave) to other campuses, and discussed possible solutions. Showed a system to the group and the group discussed. Matt Moore brought up the costs (\$800 per classroom) and thought faculty would have other needs in the classroom other than an emergency system. Chloe Branciforte pointed out that the monies would be coming from the safety budget and would not be monies allocated for other things.	
Tech Refresh Aging List Discussion	Grant brought up a spreadsheet showing the aging list of IT equipment (by room), showed where to find this list online. Explained how he prioritizes the list with the oldest last refresh date at the top. AJ Naderi inquired about SCI-350's problem with the Smart Board and the need to be able to use the equipment. He also wanted to know, if there is anything that can replace the smart boards during tech refresh that have the functionality of a smart board or a cross between a smart board and a projector, with similar functionality.	
Eligibility Criteria Update for proposed DE "Technology Award"	Grant discussed the proposed Technology Award. Group discussed importance of having their proposed items looked at by Distance Education and IT prior to purchase for guidance and recommendations. Matthew Moore and Chloe Branciforte discussed importance of faculty using technology that integrates with current technologies. Dan Watkins suggested DE be consulted first and then IT if needed.	
Other Business	Dan Watkins discussed upcoming new website proposed to be discussed in December, 2018. Matt Moore brought up upcoming Pirate Talks. AJ expressed concern to have the Sci-classrooms updated and SCI-350 to be usable for his needs.	
Adjournment/Next Meeting	Grant adjourned the meeting at approximately 3:00 p.m. The next meeting is 12/10/18	