

Los Angeles Harbor College
Technology Advisory Committee

Minutes

Tuesday, October 2, 2012,

2:00 PM

SSA 219

2:02 Call to Order:

Attendees: Mark Wood (Administration, presiding), Paula Brown (TLC), Son Nguyen (S&BS), Charles Davis (Business), Lora Lane (Math, PS&T), Joan Thomas-Spiegel (S&BS), Michael Song (H&FA),

2:10 Approval of old Minutes? Mr. Song suggested that Mr. Wood contact Dr. Humphreys to see if he had a copy of the previous minutes. Mr. Wood said he would investigate.

2:15 Membership: Mr. Wood began the process of identifying Committee composition (see attached list)

2:30 Review of Technology Plan: The committee discussed additions to the TEC Plan, they include;

**Develop a Policy and Procedure Manual to include, Mission statement and charge (Mr. Song),
Develop a list of Campus Standards (Mr. Clarke)**

Process for the approval of tech purchases

Power user institutionalization

Survey of campus technological needs

Develop process of Clearance /functional committee

3:30 Adjournment