

## CPC Committee Report 10/2/12

All committees need to submit reports in writing to be recognized at the CPC meeting. This report is intended to be brief and assist the college planning process in connecting the work of the college, integrating planning/budgeting. Committees will continue to post their agendas/minutes on the appropriate websites.

**COMMITTEE** (if a quorum was not present, please indicate): Mark Wood (presiding); Michael Song (co-Chair) H&FA; Paula Brown, TLC; Son Nguyen, S&BS; Charles Davis, Business; Lora Lane, Math, Physical Science & Technology; Joan Thomas Spiegel, S&BS;

**BRIEF SUMMARY OF DISCUSSION** (attributions are not necessary): Meeting was called to order at 2:08 PM, Tuesday October 2, 2012. Mr. Wood discussed the membership and questioned the existence of a Technical advisory committee, Policy and Procedure Manual. Upon hearing there was no such thing, Mr. Wood volunteered to develop one and bring it to the next meeting. Mr. Song will find the committee mission/charge and bring it to the committee. The committee discussed its responsibilities:

Approval of purchasing of technological equipment of campus

Developing a list of tech standards

Developing a survey of technological needs

Institutionalization of "power user" faculty authorized to make minor downloads to college computers

The committee brought to the attention of the chair that the normal meeting time is 2:00 PM on the 4<sup>th</sup> Tuesday of the month.

**OUTCOMES OR RECOMMENDATIONS TO MOVE FORWARD IN THE PLANNING PROCESS** (these items will be placed in the "New Business" agenda item):

No items brought forward to CPC.