

Los Angeles Harbor College
Technology Advisory Committee

DRAFT MINUTES

March 11, 2014
2:00 P.M. – SSA 214

Members Present :

Joshua Abarbanel
Ivan Clarke
Mica Murillo

Paula Brown
William Heffern
Joan Thomas-Spiegel

Michael Chen
Megan Lange

Call to Order

Meeting called to order at 2:10 p.m.

I. Approval of Agenda

Motion to approve agenda with no changes was made by William Heffern. Motion was approved.

II. Power User Training

- The power user training has been scheduled for March 28, 2014 in the Technology Building, Room 105 at 10:00 a.m. at 12:00 p.m.
- Jackie Copeland will send a notice about the scheduled training to all Power Users.
- The committee briefly discussed the types of changes that the Power Users will be able to make on computers and the need for Power Users in the evenings.

III. Review Technology Plan

- **Ivan Clarke** - suggested meeting with Dr. Kristi Blackburn to discuss TAC goals.
- It was also noted that guidelines for TAC membership should be more specific.
- Suggested that the TAC mission should be less specific and broader to encompass more, for a longer period of time.
- **Joan Thomas-Spiegel** – TAC should review the District’s response to the Technology Report, she also noted that **TAC minutes need to be updated on LAHC website.**

IV. Items from the Floor

- Ivan Clarke – Informed the committee that interviews for the Web Designer is scheduled to take place on March 21, 2014. The hire will be provisional until a larger list becomes available.
- IT orders must be approved by IT staff (Computers, printers, other technology)
 - There should be a memo to Vice Presidents and LAHC/All reiterating policies for purchase of IT equipment.
 - Instructions to notify CPC.
 - The requests should be taken to Senior Staff first.
 - Then to Arif Ahmed – because all purchase orders pass through his desk.
 - There should be training on this protocol provided to all secretarial staff.
- The committee will only assist with integration of the new Student Information System.
- The Distant Learning Committee is sending out a 5 – Question Survey to Division Chairs. Does TAC want to piggy back on that survey and ask the following questions:
 - Feedback regarding flipping classrooms?
 - What technology areas do they see as becoming more widely used?
 - What will they require for retraining?

V. Meeting Adjourned at 3:00 p.m.