



## **Technology Resources Team Meeting Minutes**

Date: 11/06/12

Time: 2:30PM

Location: LRC 604

**Type of Meeting:** Regular Meeting

**Meeting Facilitator:** Mike Campbell

### **Call to Order**

**Mike Campbell** called to order the regular meeting of the TRT at **2:37** on **11/06/12** in **LRC 604**.

### **Roll Call**

The following persons were present: Mike Campbell, Jeremy Horton, Scott Cameron, Sylvia Sotomayor, Charles Osteen, Mike Metcalf, Jonathon Kutsher, and Matt Hightower via CCCConfer

**Guests:** None

**Meeting Minutes Approved: 10/09/12 meeting minutes**

### **Discussion Issues**

Topic—Video Recording Survey – Mike Campbell presented a draft of the survey, the committee reviewed and approved the questions.

**Action Item:** Mike will open the survey on 11/13/12 and keep it open for one week.

*Topic – Multimedia Classrooms* – Mike Campbell presented an overview of the types of multimedia classrooms we have and the standards for each room type. The committee discussed the rooms and it was recommend that the first priority is to upgrade the presentation rooms to include house sound, laptop ports, and source selection hardware.

*Topic – Hardware Replacement Plan* – In the spring technology survey Mike will identify questions that address the effectiveness of the current HRP. Mike will also review notes from last year on alternative HRP.

**Action Item:** None

*Topic – Website Policy* – Sylvia brought forward the draft of the KCCD website policy for TRT to review and make recommendations.

**Action Item:** The committee is to review the policy before the next meeting for discussion

### **Information Issues**

- a) None

### **Future Meeting Dates**

- a) Next Meeting: 10/12/12 at 2:30PM in LRC 604
- b) Schedule: Every two weeks

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**Future Agenda Items and Review of Action Items of Current Meeting:**

**Adjournment**

The meeting adjourned at 4:00PM

Recorded by: Jeremy Horton

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