Technology Resources Team
Meeting Minutes
Date: 11/20/12
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 **2:38** on **11/20/12** in **LRC 604.**

Roll Call

    The following persons were present: Mike Campbell, Paul Kuttig, Sylvia Sotomayor, Charles Osteen, Jan Moline, and Mike Metcalf.

Guests: None

Meeting Minutes Approved: 11/06/12 meeting minutes

Discussion Issues

    Topic – *Meeting Times* – Past meetings were discussed and how many times a month we should currently meet. A motion was passed to meet once a month when the agenda is light and more often when projects are pending. This schedule will start on December 18, 2012.

    Action Item: None.

    Topic - *Video Recording Survey* – 39 faculty members participated in the survey. This survey was sent to both full time and adjunct faculty.

- 30% stated they teach in an iTV room.
    - Of the 30% (11 members), 81% desired to record their sessions.
    - 78% said they would record as needed.
    - 22% said they would specify which classes to record at the beginning of the semester.
    - Of the 30% (11 members), 44% said they would like to keep the recordings for 1 year.
    - 33% said more than one semester.
    - 22% said until the end of the semester.
- Out of 29 members, 66% said they would like to record any iTV sessions for on ground or online courses.
- 71% said they would like to record training sessions such flexday or other training sessions.

ADA compliance was also discussed for the recordings and how certain recordings made available outside of the classroom should be made ADA compliant.

Action Item: The motion was made that an RSS server should be recommended to College Counsel.

    Topic – *Website Policy* – Mike Metcalf brought up some questions about the faculty websites and who should manage it (Sylvia or the Faculty). Sylvia pointed out that she only maintains the department sites/pages and the Faculty are responsible for their own

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sites and pages. The policy was reviewed and there were no major changes suggested (other than grammatical). The motion was passed that the policy be approved.
Action Item: Mike Campbell will submit the policy to the January College Counsel meeting.

Topic – *Hardware Replacement Plan* – The HRP document was reviewed again. Mike Metcalf and Mike Campbell discussed the EMT laptops and how they may or may not figure in the HRP. The 5 year and 4 year cycle were discussed, with employees (especially Faculty) receiving old student computers. It was suggested that the Faculty be surveyed to find their needs so their computer needs can be better defined. Cost of virtual units and hardware updates were discussed as we explored options. Digital 395 was also discussed and how it will affect KCCD.
Action Item: None

Information Issues
   a) None

Future Meeting Dates
   a) Next Meeting: 12/18/12 at 2:30PM in LRC 604
   b) Schedule: Once a month (twice a month or more on an "as needed basis")

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

Adjournment

The meeting adjourned at 4:03PM

Recorded by: Paul Kuttig

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