Technology Resources Team
Meeting Minutes

Date: 9/17/14
Time: 3:00 PM
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 **3:04** on **9/17/13** in **LRC 604.**

Roll Call:
The following persons were present: Mike Campbell, Paul Kuttig, Sylvia Sotomayor, Scott Cameron, Mike Metcalf, Rebecca Pang, and Matt Hightower (via telephone).
Guests: None

Meeting Minutes Approved: There were no meeting minutes read during this meeting.

Discussion Issues

Topic – *VOIP phone upgrade:* The VOIP project is complete and all classrooms have active phones, allowing for better management and campus alert systems.
Action Item: none

Topic – *Classroom rewiring projects:* The classrooms, 631 and 709 are completed in the speaker wiring installation. The speakers have been installed and the control panels are being installed and configured.
Action Item: none

Topic – *Digital 395 Update:* The wiring is complete and the circuit has been purchased. We are awaiting the circuit to be installed. We are expecting to jump to a 100MB bandwidth, versus our current 15MB. This should improve our bandwidth between Bakersfield (BC and the DO), IWV, and ESCC. KRV is excluded due to an ISP provider in the Valley protesting the installation. The cutover is set for 30 days from now.
Action Item: none.

Topic – *IPads as Kiosks:* iPads have been installed at IWV as kiosks after testing the tablets to see if they were a viable replacement for the thin-clients and the computers that were serving as kiosks. They were very successful and so have been installed in the Library, Admissions and Records, Financial Aid, and Counseling.
Action Item: none.

Topic – *HRP replacements for labs:* The following classrooms have had computers replaced:
- IWV 631
- IWV 709
- IWV 710

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- KRV 14

Action Item: none.

Topic – *IE Update:* Rebecca Pang brought up that the new version of Moodle will require version 9 and higher. However, it is recommended that Firefox and Chrome be used for Moodle usage due to incompatibility issues. All employees will have IE9 due to many being Banner users and all students will have the most recent version of IE.

Action Item: Paul is in the process of making sure that all employees are up to date with their browsers.

Topic – *Members are Needed:* We still need another faculty member and a student to serve on TRT in order to complete the required numbers.

Action Item: Ask people if they wish to serve on TRT.

Topic – *Review of Mission:* It is time to review our Mission Statement to see if it is still relevant. No changes were submitted for review. Paul Kuttig made a motion to leave the mission statement as is, Sylvia Sotomayor seconded the motion, all members agreed.

Rebecca Pang asked if TRT is a committee that reviews any technology changes. Mike Campbell stated that it is a recommended practice to bring any technology requests or changes to the committee for review and recommendation to the College Counsel. TRT cannot make the final decisions, but can review the decisions and then decide if it is a good change. Major technology requests or changes in technology that effect a large amount of users should also be brought to TRT so proper steps can be taken to alert users and prepare for changes (such as when the Portal is discontinued in a year – what product will take its place and what impact will it have on users).

Action Item: none.

Topic – *TRT faculty Member for Accreditation Committee:* A Faculty member from TRT is being required to serve on the Accreditation Committee. An online certification course is required to be a committee member. Matt Hightower volunteered to serve on the committee.

Action Item: none.

Topic – *East Wing Classroom Technology updates:* There are several rooms in the East Wing that are still using outdated technology in their rooms. The College is looking to update those rooms to be smart classrooms or presentation/multi-media rooms. We are moving away from ceiling mounted projectors and going with the short throw projectors (they still offer large projection and interaction) but offer better visibility and prevent the Instructors or students from being "blinded" by the light of the projector if they stand in front of the classrooms. The goal is to make all East Wing classrooms equipped with technology. Some of the rooms will only have the short throw projectors rather than having the TVs and the projector, as some of the rooms are too small for both.

Smart room training was brought up, as many of the Instructors do not know how to use the equipment. It was suggested that another Flex Day training be scheduled or a special

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training day for the Faculty so they better understand how to use the equipment in those rooms.

Scott Cameron mentioned that in the East Wing, the classrooms next to the bathrooms are being interrupted by the noise of the bathrooms.

A question arose of whether or not 604 is able to record and it was confirmed that 604 is now able to record iTV sessions.

Action Item: none.

Topic – *Meetings Schedule for this year:* It was decided that we should meet every third Wednesday of each month for TRT meetings, unless rescheduled or changes are needed.

Action Item: none.

Topic – *Ped Tech Report:* TRT needs to have better communication and interaction with Ped Tech so the students and employees are better served. Both committees filter out requests and needs for the students, so the more both work together, the better the students and employees are served through technology advancements and improvements.

Action Item: This is an open agenda item.

Topic – *Moodle Updates:* Moodle is being updated to 2.6. Rebecca talked about the software and applications they have now, should help with automating Moodle processes and should make it more efficient.

Action Item: none.

Topic – *Cerro Coso Site:* Code has been updated on the Cerro Coso site so it is more mobile friendly and also adjusts dynamically to screen sizes. Updates are also being made to the site so more information is available to the students regarding the eight transfer degrees and the programs available through Cerro Coso.

Students now have access to Live Chat services where they can ask questions and actually talk to someone who works here, which helps the students to get basic questions answered and so they can be pointed in the right direction (such as registration questions, questions regarding scholastic roadmaps, etc.). This service should alleviate some of the phone calls and counseling sessions that could be answered quickly through this service. This chat service will not provide Help Desk or personal account answers, but will help point students in the correct direction(s). This system will also be monitored for quality control, for deciding the type of issues that are commonly brought up, and for demographics.

Action Item: none.

Information Issues
   a) Moodle Updates (see notes above)

Future Meeting Dates
    a) Next Meeting: October 15, at 3:00PM in LRC 604
    b) Schedule: Every third Wednesday at 3:00PM in LRC 604

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

Adjournment

    The meeting adjourned at 4:00PM

    Recorded by: Paul Kuttig

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