Thursday, February 23, 2012
2-3:30
Room AC108

Meeting Summary

Attendance:


Agenda Items:

• Agenda and Minutes from 2-16-12 approved.
• Connection made with Ann-Marie at 2:15pm
• Anne-Marie -- going over goals from sample plans from other colleges.
• Mike: took focal points from each plan with parallel comparison
  all plans have similar divisions
  thinking of hardware/software goals/initiatives
  instructional tech/organizational structure – similar concepts
  different names for the same conceptual goals
• 2004 Plan aimed at obtaining an ERP system
• Anne-Marie: need to develop goals applicable to now
• Mike: like pg11 of Action items from DVC plan. This is like our strategic initiatives page provides responsible unit, perhaps this is why WASC liked it
• Student access is one of our strategic initiatives – stems from our Ed Master Plan/Strategic Plan
  Need support, network wiring...
• Al: Irvine and Saddleback are developing a district wide plan. If we like the DVC plan, does it make sense for us to take their plan and incorporate our goals and strategy into their plan? E.g. use it as a template
• Comparing the DVC, Irvine, and Saddleback, the latter two are simpler
• Our focal points are similar to DVC’s focal points.
• We considered revising our plan to be similar to the DVC plan
• Ann-Marie: important for the reader (e.g. WASC) to understand what we have already accomplished. For each recommendation, need to identify current status – include attachments of specifics in terms of who is using implementations, include quantity, etc. …
We need to update our plan to include current status, including collect data on items implemented.

In response to the Computer Replacement plan presented in our 2010 tech plan, in a few high-tech labs, some computer upgrades were accomplished, some smart classrooms have been upgraded.

Marshall: Ken M would like to have all classrooms become smart classrooms but funding for all has not been yet approved.

AM: recommendation—instead of using “possible action steps” change language to “action steps”

Think of having more goals and for each have action steps

Al: plan talks about philosophy – we want to focus on the “how to”

As part of the plan, budget is a part of the plan, if we are going to develop a plan, we need a list of items in our plan, know how to implement the plan, how much the plan is going to cost,

Sara: send possible action steps out to responsible party and get response on items implemented

Raemond: Why was our plan not appropriate for WASC?

AM: I think the goal was hidden in the doc. They look at hundreds of docs, so it is important for them to be able to look at a doc where goals are easily visible – so formatting is important

Secondly – state how it will be implemented

Our plan was text laden – difficult to read. Our plan did not clearly state the goal.

AM: want to make one of our goals to be student supported tech,... Need more than 2 goals.

Jeannie: our committee needs to:

Decide on a format
Prioritize focus on goals and elaborate
List our accomplishments

AM: Need to define goals and strategic initiatives, get specific data and list accomplishments

Jeff: the DVC plan has two parts, we are looking at the 2nd part. Their first part defines their goals and strategies. Do we need to start to have subcommittees—

compare plans
work on strategic part (1st half of the DVC plan)

AM: you have a tech vision, it’s just not formatted in a way that is clearly readable

Frank: let’s not get bogged down with details. Let’s stay with the overview of our approach we need an expert facilitator who helps us work through the process of getting out the template filled in—and have the consultant get back to us several days before the meeting so that we can make our meetings productive.

Al: we have to bring all our stuff to the table and sort it out. We need to get our college community input.
• We need to uncover what we've done: e.g. enrollment, ..., include graphics,
• AM: I can put together the structure, drafting some overall goals and strategic initiatives and get it to us in the next few days. This will give us some time to come up with some revision and I will be on site the week after.
• We agree that this will be a good process.
• AM: in terms of accomplishments, the list should be put up front in the doc. It is important that those be acknowledged. But don’t want to get bogged down with the details – put at the end of the doc.
• Frank: is there some homework that you can give us that we can work on?
• AM: Yes
  -- Innovative uses of teaching and learning: get specific information on current projects
  -- under 2004-2007 plan, that was developed by an ad-hoc committee, so one of our accomplishments is to develop a tech-committee – develop a clean/clear way of depicting that.
  -- in the 2004 plan there are illustrations, student success (circles). Make a list of the concepts. Accreditation agencies are keen on program reviews. If there is a crisp way of showing that, it would be good.
• How do we get information from community who are not involved in focus groups?
• AM: Survey – What is the most effective way of conducting this?
• Marshall: We have tools for online surveys
• Al: We have some in which we can send
• AM: Will have draft survey for us for next time. We will work on revision and we can finalize it the week when I am on site
• Kofi: would like to have a list of questions from faculty
• AM: want to have some focus groups – how do we organize that so that we can get some participation?
• We need to know the content and how long.
• If we have the questions then we can give it to the faculty to think about
• AM: Would like to get some participation from faculty and staff for the focus groups will come up with questions for each group
• Jeff: reminder – we have a wiki
  AM should be made a member of the wiki
• AM: my homework – by next Friday have a draft template for plan, survey questions
• Sara: Mike, send invitations to the wiki
• Thank you AM: email or call next week – will be available all next week.
• Can we use Moodle for the survey?
• Moodle is having problems –not a good idea
• Zoomerang is an option
• To the accreditation committee -- packaging and the visual is very important – readability is essential
• We have to say what we have done. What we have to say as a communicator, we need to explicitly say what we have done.

Meeting adjourned at 3:28pm

1) NEXT MEETING DATE AND AGENDA: Thursday March 1 2012 2-3:30 in SSB