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|  ATC CommitteeMinutes |
| september 18, 2014 | 2:00-3:00 pm | L 238 S |
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| note taker | respectfully submitted by angie Arietti |
| Attendees | Elisabeth Shapiro: Chair | Andrew Rempt: Academic Success Center |
| Concetta Calandra:-School of Language & Literature | ~~Randy Beach: Institutional Program Review and Outcomes Coordinator (Resource)~~ |
| Kathleen Canny Lopez: School of Health, Exercise Science, Athletics & Applied Technology | Al Garrett: Institutional Technology (Resource) |
| Russ Corpron: Part-time Faculty Representative | Christine Meholic: Interim Chief Information Systems Officer (Resource) |
| Scott Finn: Counseling & Personal Development | Paul Norris: Institutional Technology (Resource) |
| ~~Kesa Hopkins: Higher Education Centers (NC, OM, SY and CCAC)~~ | Vacant: ASO Representative |
| Emily Lynch Morissette: School of Social Science, Business, and Humanities | Vacant: Disability Support Services |
| Lauren McFall: Library Representative | Vacant: School of Math, Sciences & Engineering |
| Jorge Pastrana: School of Arts and Communication | Vacant: Online Learning Center (Resource) |
| GUEST/s |  |  |
| **Call to order**  | Elisabeth shapiro |
| **Approval of Minutes from 09-04-14** | elisabeth shapiro |
| Discussion |  This was postponed because we did not have a quorum at the beginning of the meeting. |
| Action items |
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| **New & Old Members Introduce Themselves** | elisabeth shapiro |
| Discussion | Briefly the group introduced themselves. |
| **ATC Chair Report** | elisabeth shapiro |
| Discussion | The ITC Chair issue has been resolved. We wanted the ATC Chair to be a member of the ITC and represent the ATC Committee. We now have Carl Scarnick as the ITC Chair, who is a faculty member. We are at least maintaining the structure that we had fought for. It’s important to keep the integrity of the structure that we set up. On September 23, 2014 Paul and Elisabeth are going to be doing a presentation for the Academic Senate meeting and will be discussing what has been going on with our funding. We have felt underfunded for technology these past years and faculty need to understand and get out there and really push for additional funding that is needed. The selection process for the Chief Information Systems Officer is continuing and on track. A selection will be made before the end of the semester.We didn’t have an ATC Chair for two years. This committee did the bare minimum, which really wasn’t in the Tech Plan. Prioritizing items that come in through Program Review is not our only role. We are supposed to be talking about how we can make things more efficient, try to solve problems, and deal with all the technology issues. Something that we discussed in 2010 was the wireless connection, which is actually going to be coming into fruition about this time next year. This was one of our big priorities. They are currently putting wiring into every classroom and office to provide a place to put a wireless device. This includes inside and outside of buildings. If you go across the street to Starbucks, you will be able to connect to SWC’s wireless access.  |
| **Members’ ATC Priorities for this year** | elisabeth shapiro |
| Discussion | The committee members discussed what they thought they felt should go on the ATC priority list for this year. **PRIORITIES 2014-2015*** More support through OLC, retention would improve!!!!!!
	+ Percentage of online funds to go to online staffing.
	+ Digital assistant and Instructional Designer (online)
	+ Asked for many times; how do we move forward?
* Formal solution to disciplines and classes being able to have same lab every semester over other classes from other disciplines
	+ Brian
	+ Mink
	+ Kathy
* A method for faculty to get software to techs way ahead of time so that software is installed in labs and faculty offices well before a semester begins (3 weeks ahead of time).
	+ Standards and policies and online forms for requesting software
	+ When faculty sign contracts with software providers, have a method for SWC legal counsel (?) to be involved and then communicate officially with IT to enforce it
	+ Clarify policy: Should faculty really have to sign for personal liability re software use (i.e. LGL)?
	+ Follow the tech plan and actually allocate staff to act as software clearing house so as to facilitate purchase of software at best prices, etc. All software goes through here (non-institutional software). Push this as a higher priority this year in ITC.
* A way for faculty filling out program review to determine what is already available institutional
* Better way for faculty to know what is appropriate to request on Program Review, what should Go to Dean and what to go to IT
* SCC Report on what is funding and where requests are in the process.
	+ Make it transparent
	+ Each year on the college website/SharePoint, a list of what is prioritized in what order to remain up
	+ Each quarter a report from Institution as to which SCC Prioritized items were funded and when (from which year)
	+ Ask for a ballpark of how much money is available each year for prioritized items
	+ Ask at the end of each year for a report on the amount that was allocated to prioritized items
	+ Answer the question: Who decides how much is allocated if not the budget committee, more transparency.
	+ Have all of this information available on the SWC Website, easily accessible
	+ Have this info in an easily understandable format with summaries.
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| **Adjournment** | randy beach |
| The next ATC meeting will be October 2, 2014 in L 238 S from 2:00-3:00 p.m. in L 238 S. |