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|  ATC CommitteeMinutes |
| February 22, 2016 | 1:00-3:00 pm | 104 B |
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| note taker | respectfully submitted by angie Arietti |
| Attendees | Elisabeth Shapiro: Chair | Vacant: Part-time Faculty Representative |
| ~~Kathleen Canny Lopez: School of Health, Exercise Science, Athletics & Applied Technology~~  | Vacant: School of Continuing Ed., Economic & Workforce Dev. |
| Scott Finn: Counseling & Personal Development | Vacant:-School of Language & Literature |
| Minerva Garcia: School of Math, Sciences & Engineering |  |
| Bernard Gonzales: School of Arts and Communication | Randy Beach: Institutional Program Review and Outcomes Coordinator (Resource) |
| Emily Lynch Morissette: School of Social Science, Business, and Humanities | ~~Dan Borges: Chief Information Systems Officer (Resource)~~ |
| Lauren McFall: Library Representative | Al Garrett: Institutional Technology (Resource) |
| ~~Andrew Rempt: Academic Success Center~~ | Brett Jones: Institutional Technology (Resource) |
| Tracy Schaelen: Distance Education Program | ~~Paul Norris: Institutional Technology (Resource)~~ |
| ~~Maria Elena Solis: Higher Education Centers (NC, OM, SY and CCAC)~~ | Hector Reyes: Institutional Technology (Resource) |
| Michael Swingle: ASO Representative | ~~Andre Ortiz: Training Services Coordinator (Resource)~~ |
| ~~Natalie Walker: Disability Support Services~~ | ~~Todd Williamson: Online Learning Center (Resource)~~ |
| GUEST/s |  |  |
| **Call to order/Approval of Agenda** | elisabeth shapiro |
| action item |  |
| Approval of agenda. M/S/C. |
| **Public Comment** | elisabeth shapiro |
| information | Everyone introduced themselves.  |
| 1. **Discuss clarification and questions sent out from the last meeting regarding survey items**
 | Elisabeth shapiro  |
| Discussion | Chris P. from IT is going to be adding information that we were missing from our survey and make the necessary corrections so we can vote on it. Elisabeth wanted to let it show for the record that both Emily and Tracy’s Program Review had information missing from it, so the process is correct. Elisabeth questioned Randy as to if it was because of the location that it was placed in program review. Tracy’s information that was missing was from the 2nd Action Step. It pertained to Resource Request 3, 4 for camcorder and microphone, & 5 for software Camtasia. We need to have a better way for people to be able to tag items. Emily had issues with the software and had to enter her items 3-4 times. She received an email from Randy that said that her program review was completed. She asked for Lexis Advance online services and Voice thread. Randy needs to do some further investigating to see if these items were redirected to different categories.We are adding institutional requests. We don’t take away things when we consolidate. A lot of people are asking for Camtasia and a lot are asking for Voice thread. So, the last time we decided to add an item that says institutional or multiple license for…Camtasia or Voice thread. The reason that we are not removing any individual item is because if we do that and do not get individual institutional technology, then we would start all over again on our needs again. Randy explained that the way the timeline works is: All the requests have been processed and put into a separate spreadsheet by division. Each of the items has been categorized, so each spreadsheet has 9 tabs by categories. The division head will prioritize all of those items in 4 of those 9 tabs and give those back to me a week from Monday. Then I send them to their standing committees of the SCC, the ITC is one of them. They will have a month to do their prioritization. At that point, things may be found that are in the wrong category. However, a week ago, I sent a preliminary spreadsheet to all of the Chairs of the standing committees to take a look at the spreadsheet to review and I have only heard back from one of those standing committees that they are actually doing that. Paul presented a handout with verification questions with all the deans. He explained what IT’s concerns were with the deans and how important it was to get their questions answered. Elisabeth suggested putting some of these questions in Google docs and if anyone can get a response to any of these questions, then go ahead and reply. Please make sure to put your initials so the committee member will know who replied. The institutional items that this committee agreed on are: Camtasia, Voice thread. Make a request to have a standard to have document cameras to all teaching podiums for non-21st century teaching classrooms.  |
| **Adjournment** | Elisabeth shapiro |
| The next ATC meeting will be March 21, 2016 from 1:00-3:00 p.m. in Room L 238 S. |