Berkeley City College
Tech Committee Meeting Minutes
Thursday, October 17, 2019
Room 341

Facilitator: *Mary Clarke- Miller*
Present: *Mary Clarke-Miller, Phoumy Sayavong, Joe Bay, Vincent Koo, Rowena Tomaneg*

Agenda Item		Discussion	Follow-up Action	Decisions (Shared Agreed/ Resolved or Unresolved?)
I.	**Meeting Called to Order & Review Agenda**	12:25 pm		
II.	**Review Minutes from 09/19/2019 and 10/17/2019**	presents document to committee. They revise the minutes and changes are made. Document gets approved by committee.		
III.	**BCC Technology Plan 2018-2021**	Joe, Mary and Vincent agree to go over the document. The committee decide on changing name from Berkeley City College Technology Planning Committee to Technology Committee. ● Certain dates were changed to the correct academic time line. As well as some of the spelling and acronyms in the 19 page document. ● Discussions on adding information about Starfish and what the program entails to the document is pending until statement is received from Denise Jones. Also need to check Starfish on the BCC website to make sure that the available resources are shown on the website.		

	• A word table is being created by Phyoumy to show the numbers of students who enrolled in classes online and will send word table so it can be added to the master plan			
IV. **Program Review & Technology Resources Prioritization**	• Updating and maintaining classrooms and what the classrooms are supposed to consist of have not been declared in writing or anywhere concrete for AV setup in classrooms at the district. Instructors support direction the AV classroom is being set up until otherwise noted differently at the district. Joe suggests adding a new networking monitoring system program for the Milvia building with the cost of $2500 to make sure new standards are being met instead of using the old 2008 standards. • Canvas context will be provided in the student response line such as logging in and adding a direct chat option instead of just the email • As soon as funds are made available they will be pushed for Measure A and G due to an under funding at the district, Showing examples of what is needed in prioritization. Joe is requesting for a budget to be placed in a timely manner so he can work with contractors and have enough time for installations because these requests can take up to 6- 9 months and this will also ensure that there is no disruption in the classrooms • Mary suggests a prioritization rubric for when funds should be available • Check for FTE steps • Technology committee had identified five points that needed to be addressed on page 17 in the program review • Motion approved to Amend new document • Phoumy will make a rubric sample to show what kind of funding will benefit Berkeley City College the most. It will identify requests more objectively and what is needed on campus for further success; program goals, student enrollment trends, performance guide disproportion of the impacted student population			
Meeting Adjourned	1:20 pm			

Minutes taken by: Joe Bay