



# El Camino College Compton Center

Technology Resource Committee

April 14, 2016

**Present:** A. McKinzie, R. Murray, A. Valdry, C. Valdez, A. Yermakov

**Absent:** E. Estrella, B. Kooiman, G. Narusawa, D. Maruyama, S. Khodagholian, D. Simmons, D. Ueda, G. Manikandan

**Facilitator:** Rodney Murray / A. Yermakov

**Recorder:** Nicole Gordon

## I. Technology Plan

### a. Roadmap to Accreditation

- i. There was discussion about the Technology Plan and the Educational Master Plan. We need to align the Technology Plan to support the Educational Plan which is a five year plan. There was discussion about creating surveys for students, faculty and staff. These surveys would be use to gather information on the Technology needs. The questions in the survey should cover technology use, desires, and needs.

### b. Gap Analysis

- i. There was discussion about the gap analysis, which is determining what is technically required for separation from El Camino. Once identified decisions can being to be made as to the direction we would go to obtain what is needed to operate independently.

### c. Develop Budget

- i. Because of the various options of technology, a budget is needed in the Technology Plan. There was discussion about different options of technology among the committee

**d. Identify Technology Needs**

- i. This was mention during the discussion of the creating the surveys for faculty, staff, and students.
- ii.

**II. Inventory**

**a. Process to Evaluate**

- i. There was discussion about the need of a process to log and track work request, and their status.
- ii. Work buddy and School Dude were a couple of the programs that were mentioned and discussed among the committee.

**b. Software**

- i. There was discussion on the process to request technology, and what ways in can be improved.
- ii. There was also discussion of the Helpdesk process and the ability of ticketing jobs and assigning them to technicians.

**c. Forms**

- i. The committee discussed forms, recording keeping, and storage. This is an area that each department needs to focus on.

Next meeting: TBD