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| **DETS Technical Committee Meeting** **Attendees:**-**Gabriel Roseli**-**Wayne Bogh** -**Rick Hrdlicka** -**Anthony White** -**Jeremy Sims** | **September 6, 2012****Minutes****9:00 a.m. – 10:00 a.m.****CHC LR114**. |
| **TOPIC** | **DISCUSSION** |
| Review Committee Guidelines, Elect Chair. | * No chair elected due to attendance problems. Chair will be elected next meeting.
* Committee Guidelines:
	+ We will start and end meetings on time;
	+ We will read materials, minutes, etc. and be prepared to discuss at meetings;
	+ We will listen to our colleagues without interruption;
	+ We will operate on consensus and seek agreements all can “live with;”
	+ We will make decisions based on clear information;
	+ We will bring closure to decisions;
	+ We will support committee recommendations;
	+ We will accept the fact that there will be differences in opinion;
	+ We will show mutual respect;
	+ We will use the best interests of our stakeholders (especially faculty and students) as the basis for our decision making;
	+ We will discuss our decisions with our associated governance group (student, faculty, staff, and management), get feedback and come to next meeting prepared to discuss the feedback.
	+ We will honor brainstorming without being attached to our viewpoint;
	+ We will use meeting summaries (including agenda and minutes);
	+ We will give the opportunity for all members to contribute;
	+ We will be free to speak our minds without fear of reprisal;
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| Re-evaluation of Committee Charge |  1. Develop hardware and software standards for core infrastructure.
2. Design a core infrastructure roadmap inclusive of replacement cycle utilizing a Total Cost of Ownership (TCO) approach.
3. Prioritize projects to ensure organizational and strategic goals are met.
4. Propose, develop, and review new technology infrastructure initiatives
5. Review construction projects for compliance of District infrastructure standards.
6. Develop and implement a program review model.
7. Recommend policies and procedures to TESS Executive Committee.
8. Develop and maintain a communication plan for the notification of all planned and unplanned events.
9. Propose/Re-adjust project priority.
10. Review and recommend policies.
11. Review and recommend SLAs.
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| Governance group technology issues\feedback | * SBVC faculty have requested the Blackboard Learn Mobile app. Jeremy will investigate the details and pricing.
* CHC has reported issues with the communication and errors in the SARS upgrade. E-mail communication was sent out to the entire district on 8/28 notifying users of the upgrade. Arlene has also found a bug in the upgrade and sent out a temporary fix to all technology departments. SARS is working on the permanent solution.
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| Schedule for the year | Approved Dates* 9/6/2012 Morning: Update\Review committee charge and focus for the year.
* 11/8/2012 Morning: Update/Request for direction on emerging issues
* 1/24/2013Morning: Report on progress/challenges, Request for Direction
* 5/2/2013Morning: Summarize progress and recraft focus for fall
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| Committee Goals and Strategies |  The following goals were identified by the for the group:* Review and update the Communication Plan
* Review and update, if needed, the IT Infrastructure replacement plan and standards.
* Document IT infrastructure in a way that is consistent across all technology areas. Develop a process to ensure this documentation is kept up to date and easily accessible.
* Prioritize District Wide IT projects

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